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**NAVSEA TECHNICAL PUBLICATION**

# **TAG-OUT USERS MANUAL**



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**TAG-OUT USERS MANUAL**  
**LIST OF EFFECTIVE PAGES**

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**TAG-OUT USERS MANUAL**

**RECORD OF CHANGES**

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## **TAG-OUT USERS MANUAL**

### REFERENCES.

- (a) OPNAVINST 3120.32 - Standard Organization and Regulations of the U.S. Navy, Section 630.17, Equipment Tag-Out Bill
- (b) NAVSEA 0905-LP-485-6010 - Manual for the Control of Testing and Ship Conditions
- (c) NAVSEA 0989-028-5000 - Manual for the Control of Testing and Plant Conditions
- (d) OPNAVINST C9210.2A - Engineering Department Manual for Naval Nuclear Propulsion Plants
- (e) NAVSEA S9086-KC-STM-010 - Naval Ship's Technical Manual, Chapter 300, Electric Plant General
- (f) CINCLANTFLT/CINCPACFLTINST 4790.3 - Joint Fleet Maintenance Manual
- (g) MIL-V-24624 - Valves, Butterfly, Wafer and Lug Style, Shipboard Service
- (h) NAVSEA S9AA0-AB-GOS-030 - General Specifications for Overhaul of Surface Ships (GSO), AEGIS Supplement
- (i) NAVSEA 0902-LP-018-2010 - General Overhaul Specifications for Deep Diving (SSN/SSBN) Submarines (DDGOS)
- (j) NAVSEA 0960-001-4010 - Steam and Electric Plant Manual
- (k) OPNAVINST 5100.19 - Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat

### LISTING OF APPENDICES.

- A List of Acronyms
- B Glossary of Terms
- C Repair Activity Tag-outs
- D Tag-out and Calibration Forms
- E Tag-out Process Amplifications for Divers
- F Tag-out Standards
- G Barrier Criteria
- H Tag-out Process Amplifications for the Manual for the Control of Testing and Plant Conditions
- I Shift Operations Management System

#### 1.1 PURPOSE. The purpose of this manual is to:

- a. Provide for personnel and ship safety and prevent damage to equipment.
- b. Prevent improper operation when a component, equipment, system or portion of a system is isolated or in an abnormal condition.
- c. Prevent improper operation when a freeze seal is applied to a system or when other safety devices such as blank flanges are installed for testing, maintenance, or casualty isolation.
- d. Provide a procedure for use when an instrument is unreliable or not in its normal operating condition.
- e. Provide standard tag-out procedures.
- f. Provide a procedure for control of hazardous energy.

##### 1.1.1 Administrative Considerations.

- a. Appendix A contains the listing of acronyms used throughout this manual. Acronyms will be defined at their first appearance in the manual. Appendix B contains the glossary of terms used throughout this manual.

- b. Formal change requests to this manual may be submitted using the Tag-out Users Manual Change Request Form located in the front matter of this manual. Change requests submitted either by mail, facsimile or E-mail must contain all of the information required on the Change Request Form and sufficient justification should be provided to support the change request.
- c. Existing tags may be used until new tags are developed and stock of existing tags is depleted.

## 1.2 APPLICABILITY.

- a. The requirements of this manual apply to equipment tag-outs and instrument labels on all systems and components on naval ships.
- b. This manual meets the requirements of and is based on references (a), (b), (c), and (k).
- c. This manual was developed with Fleet and Repair Activity (RA) inputs and contains technical requirements from OPNAV, NAVSEASYSCOM and Fleet documents, for ship operations and maintenance. Fleet concurrence will be obtained for any subsequent changes to this manual.
- d. In case of conflicts with other manuals, address the conflict to NAVSEA, via appropriate chain of command, for resolution.

## 1.3 RESPONSIBILITIES.

### 1.3.1 Ship's Force.

- a. The Commanding Officer/Officer in Charge is responsible for the safety of the entire command, and is required to ensure that all persons concerned know applicable safety precautions and procedures and to ensure compliance with this manual. Ship's Force Department Heads are responsible for ensuring that personnel assigned to their respective areas understand and comply with this manual.
- b. The Authorizing Officer shall supervise the tag-out log and will assist in obtaining Commanding Officer authorization of tag-outs when needed.
- c. Supervisory watchstanders shall review associated tag-out logs during watch relief and shift turnover.
- d. Ship's Force is responsible for ensuring the adequacy and accuracy of all tag-outs, including those proposed by the RA. They shall also verify that tags, which are no longer needed, are removed as soon as possible after the operation/work item(s) has been cleared from the Tag-out Record Sheet (TORS). Ship's Force is responsible for system restoration (e.g., valve/switch lineups) after tags are cleared.

### 1.3.2 Authorizing Officer. Each tag-out log is administered by an Authorizing Officer. The Authorizing Officer:

- a. Is responsible for the administration of their cognizant tag-out log.
- b. Is Ship's Force except for RA tag-outs per Appendix C.
- c. Is the Watch/Duty Officer for the propulsion plant tag-out log(s).
- d. For submarines underway on the surface, the Officer of the Deck (OOD) may designate the officer or Petty Officer in Charge (POIC) of the control room as the Authorizing Officer. During this time no tag will be issued or cleared without the verbal concurrence of the OOD. The officer or POIC of the control room, when designated the Authorizing Officer, will ensure compliance with the provisions of this manual. In this case the OOD, upon relief, will review the TORS initiated or cleared during his watch. Any discrepancies shall be immediately resolved.

- e. The Ship's Commanding Officer may authorize, in writing, a qualified watch officer, designated as the Assistant Authorizing Officer, to be responsible for confirming the adequacy and accuracy of a tag-out. Two examples of when assignment of an Assistant Authorizing Officer might be beneficial are; 1) During periods of heavy maintenance, to unburden the on-watch duty officer, 2) Cognizant division officer acting in this capacity to review tag-outs for work on systems under his/her cognizance. These individuals shall be designated for only those tag-out logs they are qualified to supervise. The Assistant Authorizing Officer shall sign in the left-hand margin by the line item on the TORS signifying the adequacy and accuracy of the tag-out. The Authorizing Officer shall sign the TORS as Authorizing Officer signifying agreement that any associated system status changes and installation of tags are compatible with ship and plant conditions. The Assistant Authorizing Officer may also sign as Authorizing Officer on the tags after the Authorizing Officer has authorized the tag-out on the TORS. The Authorizing Officer must be informed prior to changes to system status. The Assistant Authorizing Officer can process changes to add work within the existing tag-out and can sign as Authorizing Officer on the TORS for the added work.

### 1.3.3 Repair Activity.

- a. The RA is responsible for:
  - (1) Ensuring personnel understand and comply with this manual including their sub-contractors.
  - (2) Reviewing tag-outs associated with RA work.
  - (3) Ensuring the accuracy and adequacy of tag-outs before signing the TORS.
  - (4) Ensuring tags that are no longer needed are authorized for removal as soon as possible after the operation/work item has been cleared from the TORS.
  - (5) Ensuring qualified personnel act as the RA Representative for tag-out procedures.
- b. The RA:
  - (1) Acts as the Authorizing Officer for RA tag-outs (see Appendix C).
  - (2) Signs TORS associated with RA work.
  - (3) Witnesses or verifies checking of posted tags, signs tags and initials TORS.
- c. Exceptions:
  - (1) Some component contractor personnel who perform work on ships are not knowledgeable of ship systems and are not qualified to independently review and verify the adequacy of shipboard tag-outs. In this case, the contractor's signature on the TORS will be based on a direct report or briefing they receive from Ship's Force or the lead RA (if assigned), unless another method of providing the information to the contractor is specified in an MOA. The contractor's signature represents confirmation by the contractor that, based on this briefing, he understands the hazards presented by the ship's systems on which he will be working, including receiving assurance that appropriate isolations and depressurizations have been performed. As an alternative to signing the TORS, the contractor may specifically agree via their contract or MOA to assign all RA responsibilities as defined in this manual to the lead RA. In all cases, appropriate information should be provided to the contractor prior to initiating work to ensure that he understands the hazards involved and does not remove existing tags or take any actions, which change the position of tagged components.
  - (2) Naval activities who are required to follow this tag-out manual, such as ships, Naval intermediate-level fleet maintenance activities (e.g., Fleet Maintenance Activities (FMA)) and Naval shipyards, should normally not be permitted to assign their tag-out review and signature responsibilities to another activity since Naval activities have sufficient knowledge to perform a proper review. The

only exception is if a shipyard or FMA is performing work where another shipyard is the lead RA. In this case, the MOA between these activities may assign the lead shipyard the tag-out responsibilities. However, provisions should be included for the lead shipyard to work with the shipyard or FMA performing the work to ensure the tag-out adequacy and accuracy.

1.4 TRAINING AND QUALIFICATIONS. Personnel assigned to prepare tag-outs, review tag-outs, position equipment, post (attach) tags, check posted tags, clear (remove) tags, or perform tag audits shall be qualified on this tag-out manual. Formal notices, which list qualified personnel by name, are not required by this manual. The Authorizing Officer is responsible for ensuring that Ship's Force personnel assigned to make a tag-out are qualified to perform the duties under this manual.

- a. All newly reported personnel (i.e., not previously qualified) shall receive indoctrination training on the tag-out program.
- b. Tag-out Users Manual training topics shall be included in the ship's and RA continuing training program.
- c. The term qualified as used in this Tag-out Users Manual means that the person assigned to perform a tag-out function is knowledgeable about the requirements of this Tag-out Users Manual and is knowledgeable about the involved system/equipment.
- d. Ship's Force qualification in this Tag-out Users Manual should be done by the completion of 3M 301 Personnel Qualification Standard, and if required, completion of departmental qualifications.
- e. RA personnel are qualified in this tag-out manual by successful completion of the activity's training program. A formal system should be in place at the RA for performing and tracking qualifications of personnel on this Tag-out Users Manual.

#### 1.5 PLANNING TAG-OUTS.

##### 1.5.1 Tag-out Logs.

- a. The number of tag-out logs maintained by a ship will depend on ship size and needs. Individual Type Commanders shall specify the number of logs to be maintained for various ship classes, and where the logs will be maintained.
- b. On nuclear-powered ships, a separate tag-out log for each propulsion plant shall be maintained in addition to other ship's tag-out logs. This log:
  - (1) Is administered by the Watch/Duty Officer.
  - (2) Is used for propulsion plant systems and equipment, and for other systems and equipment in the engineering spaces under the cognizance of propulsion plant divisions.
  - (3) Is maintained in the Maneuvering Area, or Enclosed Operating Station, as applicable.
- c. Each tag-out log shall include:
  - (1) A copy of this manual (including any amplifying instruction for administering the tag-out process).
  - (2) Index sheet(s) (see Appendix D, Figure 1).
  - (3) Active TORS (see Appendix D, Figures 2 and 3).
  - (4) Instrument Log sheet(s) (see Appendix D, Figure 9).

- (5) Cleared TORS and index sheet(s), until removed following completion of the next tag-out audit.
- d. Figures 1 through 5, and 7 through 9 of Appendix D are illustrations of Office of the Chief of Naval Operations (OPNAV)/Naval Sea Systems Command (NAVSEA) forms. Appendix D, Figure 10 provides a template for standardization of an audit record sheet. Forms produced by approved automated tag-out systems are acceptable substitutes for all forms (except tags) required by this manual. Tags should normally be limited to the standard tags in Appendix D.

#### 1.5.2 Use of Tag-outs and Tags.

- a. Use tag-outs:
  - (1) For work or casualty isolation.
  - (2) For indicating the presence of safety devices that are not required by procedure or plan during normal operation.
  - (3) For controlling status of equipment or components placed Out-of-Commission (OOC)/service.
  - (4) To indicate the presence of electrical jumpers unless specifically controlled by other formal methods such as troubleshooting records, wire removal forms, or written procedures.
  - (5) When required by operating procedures.
- b. When tag-outs are used:
  - (1) Use enough tags to prevent injury or damage to personnel and equipment by completely isolating the work area.
  - (2) The use of tags is not a substitute for other safety measures such as chaining or locking valves, removing fuses, or racking out circuit breakers. However, tags shall be attached to the fuse panel, racked out circuit breaker cabinet, or locked valve to indicate such action.
  - (3) Minimize the number of TORS and tags used through careful work planning in an effort to maintain better control of the tag-out process.
  - (4) A work item may be listed on more than one TORS (e.g., electrical and mechanical isolation provided by separate TORS).
- c. Use danger tags to prohibit the operation or removal of equipment that could jeopardize safety of personnel or endanger equipment, systems or components.
- d. Use caution tags to provide temporary special instruction(s) or to indicate that unusual action must be exercised to operate equipment. Caution tags must state the specific reason that the tag is installed. Use of a phrase such as "DO NOT OPERATE WITHOUT EOOW PERMISSION" is not appropriate since equipment or systems are not operated unless permission from the responsible supervisor has been obtained. A caution tag is not used if personnel or equipment can be endangered while performing evolutions using normal operating procedures. A danger tag is used in this case.
- e. Any person having knowledge of a situation requiring tags or labels should request that they be issued and applied.
- f. Tags should:
  - (1) Be removed as soon as possible after the operation/work item(s) has been cleared from the TORS.

- (2) Never be used for component identification or to mark leaks.
- (3) Not be reused, except as authorized in Section 1.9 for Planned Maintenance System (PMS) procedures.

#### 1.6 ESTABLISHING TAG-OUTS.

- a. Use enough tags to completely isolate the system, piping, or circuit being worked on and to prevent operation of a system or component from all stations that could exercise control. System diagrams or circuit schematics shall be used by preparers and reviewers to determine the adequacy of all tag-out actions. The system/component identification (for example, 1MS-V1, HYDRAULIC PUMP BKR @ 1S-4P-F(1)) and position/condition (for example, OPEN, SHUT, BLANK FLANGE INSTALLED) of the tagged item should be indicated by the most easily identifiable means. As a minimum, block 2 on the tag and block 15 on the TORS must include the actual label-plate component identifier (e.g., valve number or circuit designation).

NOTE: APPENDICES F AND G SHOULD ALSO BE CONSIDERED IN DETERMINING THE ADEQUACY OF THE TAG-OUT.

- b. Tag-outs prepared for diver's operations shall follow the guidance of Appendix E.

1.6.1 Preparation. Any qualified Ship's Force person may prepare tags and TORS. Normally the preparer is the Ship's Force POIC of the operation/work item. During shipyard Chief of Naval Operations availabilities, the shipyard will normally propose the tag-out to Ship's Force (but not necessarily prepare the related forms) for shipyard work.

- a. The preparer shall:
  - (1) On the TORS, fill in block 1, 3-5 and 14-16 (see Appendix D, figures 2 and 3). To distinguish which type of tag is used, line out the type of tag not used and circle the one used on the top of the TORS.
  - (2) On tags, fill in the prefix and tag number in block 1 and fill in blocks 2 and 3 (see Appendix D, figures 4 and 5).
  - (3) If the tag-out is not associated with any RA work, RA review of tags and TORS is not required. In those instances, blocks 10, 12, RA block 13, and block 18b of the TORS and block 7 of the tags shall be left blank.
- b. Do not use ditto marks or similar short cut devices such as arrows on TORS. Do not correct an error on a tag; prepare a new tag.
- c. After tags and TORS are filled out, block 7 of the TORS is signed. The signer, normally the Ship's Force POIC of the work, shall ensure the adequacy and accuracy of the TORS and tags. The signer shall present the tags and TORS to another qualified person for an independent review.

#### 1.6.2 Independent Review.

- a. A second qualified person shall independently determine the adequacy and accuracy of the TORS and tags. This individual shall ensure that enough tags are used to completely isolate the system, piping, or circuit being worked on or to prevent operation of a system or component from all stations that could exercise control. System diagrams or circuit schematics shall be used to determine the adequacy of all tag-out actions.
- b. When the independent review is complete and the reviewer is satisfied with the adequacy and accuracy of the tag-out plan, that reviewer shall sign block 8 of the TORS indicating concurrence. The TORS and tag(s) shall then be presented to the Authorizing Officer.

### 1.6.3 Authorization.

- a. When authorizing tags to be posted, the Authorizing Officer shall ensure:
  - (1) Blocks 1-4 of the index sheet are filled in.
  - (2) Blocks 2 and 6 of the TORS are filled in.
  - (3) The log serial number is added to block 1 of the caution or danger tag(s).
  - (4) If manned, notify Damage Control (DC) Central and annotate top of TORS for tag-outs affecting DC capabilities.
- b. When required, the Ship's Force Authorizing Officer shall obtain review by the RA.
  - (1) RA review is required for tag-outs associated with RA work.
  - (2) The RA Representative shall independently review the tag coverage for adequacy, and review the tag(s) and TORS for completeness and accuracy. When satisfied with the tag-out plan, the RA Representative shall sign block 10 of the TORS.
  - (3) The RA shall sign block 10 of the TORS prior to the Authorizing Officer authorizing posting of the tag-out except, on a case basis, it is allowable for Ship's Force to prepare, review, and post the tag-out for RA work prior to receiving an RA signature in block 10 of the TORS unless the maintenance involves safety of ship work when reference (b) is invoked or when restricted by Appendix H or by an MOA. However, in all cases, the RA must sign block 10 of the TORS and verify/witness component position/condition and tag attachment, including initialing block 18b of the TORS and signing block 7 of the tags, prior to authorization of RA work.
- c. Before authorization, the Authorizing Officer shall check the tag coverage for adequacy, and check the tag(s) and TORS for completeness and accuracy (see section 1.3.2.e).
- d. When more than one tag-out log is maintained, an exchange of information concerning tag-out actions is required between Authorizing Officers. When tag-out actions affect another Authorizing Officer, the initiating Authorizing Officer will obtain verbal concurrence from each affected Authorizing Officer before taking tag-out action. Examples of systems that may require such coordination are:
  - (1) Ship's service and high pressure air systems.
  - (2) Fire main systems that supply cooling or backup cooling.
  - (3) Systems supporting the Reactor Plant.
  - (4) Reactor or propulsion plant systems that contain cross-connect lines between plants.
  - (5) Electronic Cooling loops.
- e. When the check of paragraph 1.6.3.c is complete (and RA review when required), the Authorizing Officer shall:
  - (1) Sign block 9 of the TORS.
  - (2) Sign block 6 of the tag(s) (see section 1.3.2.e).
  - (3) Notify affected watchstanders of the tag-out authorization.
  - (4) Assign a person to post the tag(s).

1.6.4 Posting (Attachment).

a. The person assigned to post tags shall ensure:

- (1) The correct component is tagged. If component identification is missing, post permanent identification, or post temporary identification per Appendix F, paragraph 5.b., to support completion of the tag-out.
- (2) The component is as specified on the tag and TORS. For caution tags, the poster shall ensure the amplifying instructions match block 3 of the TORS. For danger tags, the poster shall ensure each component is in the position/condition specified on the tag and TORS.
- (3) The Authorizing Officer has given permission for repositioning components. Permission may be given at the time the tag-out is signed, or the Authorizing Officer may require permission be obtained just before the component is repositioned (e.g., in order to control sequencing).
- (4) For valves where no locks are involved, the poster should position or confirm the valve's position per the instructions in the valve manual, if applicable, including observing the valve position indicator if available and, for manual valves, attempting to turn the handwheel/operator a small amount in the shut direction.
- (5) If the component to be tagged is required to be locked by the tag-out or has a previously installed lock, perform the following:
  - (a) If a locking device is already installed, it is not necessary to remove the locking device provided the poster can verify the component position via a formal valve/switch lineup that was previously accomplished on the component and the documentation is available to verify the component's position, by checking available position indication, or, in the case of manual valves where the locking device permits, by attempting to turn the handwheel/operator a small amount in the shut direction.
  - (b) If a locking device is not previously installed or it is removed to check the position of/reposition the component, and a lock is required by the tag-out, the locking device should be installed after the poster verifies the position/repositions the component. For non-nuclear valves, installation of the locking device depends on the type of locking device and whether it restricts movement of the valve. If the locking device will allow sufficient valve stem movement such that the checker can verify the locked valve's position and torque (if applicable) by attempting to turn it in the shut direction, then the poster may proceed with installation and verification of the locking device. If the locking device will not allow stem movement, a formal valve lineup (or equivalent) must be performed to ensure that two operators verify and document the valve's position and torque (if applicable) prior to installing the locking device. For nuclear valves, the valve lineup procedure in Appendix H (paragraph 4.b) should be followed in all cases to ensure that two operators verify the valve's position prior to installing the locking device.

NOTE: LANYARD LOCKING CLIP DEVICES ARE NOT ACCEPTABLE FOR USE AS LOCKING DEVICES FOR TAG-OUTS.

- b. If a component to be tagged has previously been danger-tagged (i.e., another danger tag is hanging on the component), verification of the component's position/condition by the person posting the new tag shall consist of:
- (1) A comparison check to confirm that the position/condition specified on the new danger tag is identical to the position/condition stated on the posted danger tag. There may be situations where a valve may have to be locked shut for one work item and only shut for a different work item



covered by a separate TORS. It is acceptable for both tags to be installed on the valve. A locking device installed on a valve that is tagged as shut is not a violation of this manual.

- (2) When a valve or switch position is specified, visually check, if possible, that the component is in its proper position.
- c. The person posting the tags must post them such that they are apparent to anyone who may attempt to operate or remove the component. Tags should be posted on breaker operators whenever possible. Tags must not be posted on fixtures adjacent to the item being tagged-out. Specific amplifications are:
  - (1) All applicable electrical safety precautions/requirements shall be observed when performing tag-outs in electrical panels and/or switchgear.

**CAUTION: WHEN POSTING TAGS, DO NOT RENDER SPRAY-TIGHT ENCLOSURES INEFFECTIVE.**

- (2) When necessary for electrical safety, it is permissible to post tags on electrical panel covers. However, tags should be posted directly on circuit breakers and switches whenever possible.
- (3) When the prescribed position or condition for an item is Fuses Removed, dead front/removable fuse holders/carriages shall also be removed.
- (4) When necessary to preclude damage to tags subject to wet environments, it is permissible to enclose them in clear plastic envelopes (or sleeving) that permits the tags to be observed. For those tags installed in clear envelopes, only the danger/caution tag shall be inside the envelope. This is to ensure the tag is visible from both sides of the envelope.
- (5) To ensure that a tag posted on a manually operated valve is readily apparent to anyone who may attempt to operate or remove the valve once tagged, the tag should be posted on the valve operator, if installed, or the valve stem. If these locations are inappropriate for some reason, the tag may be attached to the valve yoke or bonnet or another readily apparent location.
- (6) If a switch or a valve has multiple operating stations, all operating controls shall be tagged to prevent operation.
- (7) Posting of tags for hull fittings/flanges or blanks installed outboard below the waterline shall be in accordance with Appendix G.
- (8) Nothing shall be attached to a posted Danger tag (e.g., removed fuses or spare parts shall not be taped to the tag).
- d. After each tag is posted, the person posting the tag shall:
  - (1) Sign block 4 of the tag, and
  - (2) Initial block 17 of the TORS for that tag.
- e. When posting is complete, the person posting shall present the TORS to a second qualified person who will independently check (verify) that tags were correctly posted.

**1.6.5 Check of Posted Tags.**

- a. After tag posting is complete, a second person shall independently ensure that the correct component is tagged, and check (verify) proper component positioning and tag attachment. This checker shall not accompany the person(s) posting the tag. If the RA concurred in the tag-out, they shall verify/witness the check in accordance with paragraph 1.6.5.b (3). The checker (and witness) shall be qualified on tag-outs and shall ensure proper positioning and tag attachment as follows:

- (1) For checking a danger tag on a component not currently tagged (i.e., another danger tag is not hanging on the component), the checker shall ensure the component is in the position/condition specified on the tag and TORS. For valves which are not locked, check the valve's position per the instructions in the valve manual if applicable, including observing the valve position indicator if available and, for manual valves, attempting to turn the handwheel/operator a small amount in the shut direction. For electrical isolations, check for switch or breaker position or fuse removal. A RA Witness shall never physically check the position/condition of a component.
- (2) If an item to be tagged has previously been danger-tagged (i.e., another danger tag hanging on the component), verification of the component's position/condition shall consist of:
  - (a) A comparison check to confirm that the position/condition specified on the new danger tag is identical to the position/condition stated on the posted danger tag. There may be situations where a valve may have to be "locked shut" for one work item and only "shut" for a different work item covered by a separate TORS. It is acceptable for both tags to be installed on the valve. A locking device installed on a valve that is tagged as shut is not a violation of this manual.
  - (b) When a valve or switch position is specified, visually check, if possible, that the component is in its proper position.
- (3) To check proper positioning on a component which is locked, verify the position of the component by referring to the formal valve/switch lineup which positioned the component, checking the installed position indicator or, in the case of manual valves where the locking device permits, attempting to turn the handwheel/operator a small amount in the shut direction.

NOTE: LANYARD LOCKING CLIP DEVICES ARE NOT ACCEPTABLE FOR USE AS LOCKING DEVICES FOR TAG-OUTS.

- (4) For checking a caution tag on a component, the checker shall ensure that amplifying instructions on the tag match block 3 of the TORS.
  - (5) Any doubt about the position of the tagged component shall be immediately brought to the attention of the Watch/Duty Officer.
- b. After checking each component:
- (1) The checker shall sign block 5 of the tag.
  - (2) The checker shall initial block 18a of the TORS.
  - (3) When required, the RA Witness should normally accompany Ship's Force, witness the second check of the tag installation, sign block 7 of the tag and initial the TORS in block 18b prior to commencement of the RA work. If the RA was not available to witness the checking of posted tags, the RA will independently visually verify the tag installation and component position/condition, sign block 7 of the tag and initial the TORS in block 18b prior to commencement of the RA work. If during this visual verification the RA cannot verify the component position or a question arises regarding component position, the RA shall, with the assistance of Ship's Force, follow the procedures in paragraph 1.7.4.b(2)(b) for checking the position of a danger-tagged component. A RA Witness shall never physically check the position/condition of a component.

NOTE: TWO BLOCK 18b's ARE PROVIDED ON THE TORS TO ALLOW CHECKS OF TAGS BY A SECOND RA, AS DELINEATED IN PARAGRAPH 1.6.7, AND AS SUCH, THE UNUSED BLOCK 18b SHOULD REMAIN BLANK FOR POSSIBLE FUTURE USE.

- c. After checks (and witnessing if done concurrently) are complete, the checker shall return the TORS to the Authorizing Officer.
- d. Checking of tags for hull fittings/flanges or blanks installed outboard shall be in accordance with Appendix G.

#### 1.6.6 Beginning Work.

- a. When checking of posted tags is complete, the Authorizing Officer must conduct a check to ensure that, when applicable, the valve/equipment status board(s) accurately reflect(s) the conditions of the tag-out.
- b. Work shall not be permitted to start until the Authorizing Officer and RA (when applicable) have determined that plant/system conditions are adequate to begin work (i.e., system drained, depressurized, and/or de-energized). The Authorizing Officer is the final authority for commencement of work.
- c. The TORS is then filed in the **active** section of the appropriate tag-out log.

1.6.7 Additions. The process for adding operations/work items to a tag-out parallels the process for original preparation of tags and TORS, except:

- a. Review and update block 1 of the TORS as needed for the addition.
- b. When a RA adds a work item to an active TORS that has been approved by another RA, the RA adding the work item shall indicate the review of the tag-out adequacy and accuracy by signing block 10 of the TORS. The RA adding the work item shall verify installation of the tags that apply to their work item. The RA adding work initials on the back of the TORS in block 18b. Signatures on existing tag(s) are not required. If more than two RA(s) perform work under the same active TORS, the method for documenting RA witnessing/verification by the third and subsequent RA will be delineated in an MOA.
- c. The RA is not required to sign block 7 of the tag nor initial block 18b of the TORS for a new line item added to an active TORS whose tag(s) have already been witnessed by the same RA. If the new line item requires additional tags to be hung, the RA shall sign block 7 of the new tags and initial the corresponding block 18b of the TORS. All other requirements for the RA to verify the adequacy and accuracy of the tag coverage must be performed.

1.6.8 Iterative Tag-outs. The Commanding Officer may designate an individual to act as the on-scene Authorizing Officer for repetitive tag-outs associated with specific iterative tests or maintenance evolutions. This individual could be the work supervisor. Examples of such evolutions include weapons elevator operability testing requiring numerous inspection points and steam driven propulsion plant equipment testing requiring iterative adjustments of balance valves, speed limiting governors, over-speed trips, etc., which require repetitive isolations. On-scene administration of such tag-outs will be accomplished as follows:

- a. A TORS (see Appendix D, Figures 2 and 3) dedicated to the specific test or maintenance procedure will be prepared. The TORS will include multiple work items for equipment isolation over several iterations. Multiple sets of tags will also be prepared in advance for the isolation corresponding to the multiple work items in the TORS. These actions will be accomplished in accordance with standard tag-out procedures.
- b. The normal Authorizing Officer will authorize posting tags for the initial isolation using standard tag-out procedures. When clearing and posting tags to support subsequent iterations, the designated on-site Authorizing Officer will sign the TORS and tags at the work site. Tags will be posted and cleared using standard procedures. The normal Authorizing Officer will be informed prior to isolating and unisolating any equipment.
- c. When the last iteration is complete, the normal Authorizing Officer will clear the TORS from the Tag-out Index.

#### 1.7 MAINTAINING TAG-OUTS.

1.7.1 Tag-out Discrepancy and Conflict.

- a. If any discrepancy and/or conflict (e.g., missing signatures, wrong component) is noted with a posted tag, the Authorizing Officer and the RA Representative (if applicable) shall be notified immediately.
- b. Violation of any tag compromises the entire tag-out system and could in itself have serious consequences. The Authorizing Officer and RA Representative shall take prompt action to resolve the problem. Based on their evaluation of the circumstances, they should recommend action to the responsible Ship's Force Department Head and cognizant RA supervisor.
- c. The Authorizing Officer shall fully document such discrepancies/conflicts and the resolution in their log(s).

1.7.2 Missing or Damaged Tags.

- a. Missing or damaged tags shall be immediately reported to the Authorizing Officer (and the RA Representative) so that prompt corrective action can be taken. Specific amplifications are:
  - (1) Immediate action shall include taking appropriate preventive measures to preclude changes to the item until it can be re-tagged.
  - (2) A verification check shall be performed similar to the check in paragraph 1.7.4.b if the position/condition of a valve is in doubt.
  - (3) The Authorizing Officer and the RA Representative (when applicable) are responsible for taking action and/or recommending to their supervision further action be taken based on their evaluation of the circumstances surrounding a missing or damaged tag.
  - (4) The Authorizing Officer and the RA Representative (when applicable) shall verify plant conditions/system status and determine any effects on plant conditions/system status that may have resulted from changes to the item while the tag was missing/damaged.
- b. Missing Tag Actions. The Authorizing Officer and RA Representative (when applicable) shall take the following actions for a missing tag:
  - (1) If tag is missing, stop affected work and take appropriate action to ensure continued protection of personnel and equipment until replacement tag is posted.
  - (2) Evaluate and take appropriate actions of paragraph 1.7.2.a.
  - (3) Cause a replacement tag to be filled out and added to the associated TORS. Instead of using the next sequential number, a replacement tag for a missing tag will be assigned the same number as the original tag.
  - (4) Review the entries on the replacement tag and TORS for adequacy, completeness, and accuracy and sign the associated blocks on the replacement tag.
  - (5) Cause posting of the replacement tag (see paragraphs 1.6.4 through 1.6.6). If verification of the affected component's position is required, follow the procedure of paragraph 1.7.4.b(2)(b). When a manual tag-out system is used, after the replacement tag has been posted, write "Next Tag Number is \_\_\_\_\_," on the next line containing blocks 14-22. This will assist in preventing reuse of tag numbers when new tags are added to a tag-out that has a replacement tag added.
  - (6) Indicate that the tag was missing on the tag line using blocks 19 through 20b. For example, "missing – replaced."

- (7) For the missing tag, the Authorizing Officer shall fill in block 21 and initial block 22 of the TORS.
- c. **Damaged Tag Actions.** The Authorizing Officer and RA Representative (when applicable) shall take the following actions for a damaged tag:
  - (1) Evaluate and take appropriate actions of paragraph 1.7.2.a.
  - (2) Cause a replacement tag to be filled out and added to the associated TORS. Instead of using the next sequential number, a replacement tag for a damaged tag will be assigned the same number as the original tag.
  - (3) Review the entries on the replacement tag and TORS for adequacy, completeness, and accuracy and sign the associated blocks on the replacement tag.
  - (4) Cause posting of the replacement tag (see paragraphs 1.6.4 through 1.6.6). If verification of the affected component's position is required, follow the procedure of paragraph 1.7.4.b(2)(b). When a manual tag-out system is used, after the replacement tag has been posted, write "Next Tag Number is \_\_\_\_\_," on the next line containing blocks 14-22. This will assist in preventing reuse of tag numbers when new tags are added to a tag-out that has a replacement tag added.
  - (5) Indicate that the tag was damaged in block 19 on the tag line. For example, "damaged – replaced".
  - (6) After the replacement tag is posted, fill in blocks 20a and 20b of the TORS to authorize clearing the damaged tag per paragraph 1.8.

**1.7.3 Work on Tagged Components.** Work on any component that has a danger tag or caution tag attached is prohibited unless specifically authorized by the Department Head and, when required, the appropriate RA supervisor. When work on a tagged component has been authorized, the following restrictions must be complied with:

- a. Never remove or operate a danger-tagged component. Never remove a caution-tagged component.
- b. Work that would be likely to affect component position or position indication, or result in breaching the isolation boundary, is not allowed under any circumstances while working on a tagged component.
- c. Tags shall not be removed while working on a tagged component.

**1.7.4 Audits by Ship's Force.**

- a. **Responsibility.**
  - (1) The Department Head shall ensure that audits are performed every two weeks. For ships that are in overhaul, conversion, or restricted availability, conduct audits of the propulsion plant tag-out log(s) weekly.
  - (2) The Authorizing Officer shall report the results of tag-out audits to the applicable Department Head.
- b. **Ship's Force audit of outstanding tags.**
  - (1) Check all outstanding tags on each TORS for correct posting. Do this by visually comparing the information on the tag, on the TORS, and on the posted component.

- (2) When a valve, switch position, or fuse status is specified, visually check that the component is in its proper position unless this requires an operation such as the removal of a cover, cap, or closure. Amplifications of this requirement are:
    - (a) The position of some valves and switches cannot be verified due to the design and construction of the item. No operation of a valve or switch is authorized as part of a routine tag-out audit.
    - (b) When the actual position of a danger-tagged valve is in doubt, the Authorizing Officer, with specific permission from the responsible Ship's Force Department Head and from the RA Representative, when applicable, may authorize two persons to independently check the position of the specific valve.
      - 1 Check the valve's position per the instructions in the valve manual if applicable, including observing the valve position indicator if available and, for manual valves, attempting to turn the handwheel/operator a small amount in the shut direction. Locking devices should be manipulated or unlocked as necessary to check the position of the valve.
      - 2 This valve position check shall be performed using the applicable approved procedures for valve lineup checks and, in the propulsion areas of nuclear powered ships, shall be documented on a valve lineup checksheet in accordance with reference (d).
    - (c) Report all discrepancies in the check of actual position at once to the Authorizing Officer (and RA Representative) before proceeding any further with the tag audit. Appropriate action shall be taken to ensure the continued protection of personnel and equipment.
  - (3) Record results of tag audits on the back of the TORS under the last tag listed or on an Audit Record Sheet (see Appendix D, Figure 10). Record the date completed, the discrepancies noted, and the signature of person doing the audit.
- c. Ship's Force audit of TORS.
- (1) Audit all outstanding TORS against the index sheet (see Appendix D, Figure 1). Check each TORS for completeness and verify all tags were checked per paragraph 1.7.4.b.
  - (2) Record the results of the TORS audit by a line entry on the index sheet, or on an Audit Record Sheet (see Appendix D, Figure 10). Record the date completed, the discrepancies noted, and the signature of the person doing the audit.
  - (3) Upon completion of the audit, discard cleared TORS and index sheets.

**1.7.5 Danger Tagged Components Found Out of Position or Wrong Component Tagged.** When a danger tagged component is found out of position or a danger tag is found on the wrong component, the following actions shall be taken:

- a. Report the condition immediately to the Authorizing Officer and RA Representative (if applicable).
- b. Stop affected work, notify Department Head and appropriate RA supervision (if applicable) and take appropriate action to ensure continued protection of personnel and equipment.
- c. The Authorizing Officer and RA Representative (if applicable) shall authorize clearing the tag on the component found out of position or wrongly tagged, and the tag is cleared using the procedure of paragraph 1.8. The Authorizing Officer shall ensure the component is placed in the appropriate position.

- d. A replacement tag is authorized and posted using the procedures of paragraphs 1.6.3 through 1.6.5.
- e. Conduct an investigation to determine the circumstances surrounding a danger tagged component found out of position or wrongly tagged.
- f. The Authorizing Officer and the RA Representative (when applicable) shall verify plant conditions/system status and determine any effects on plant conditions/system status.
- g. Recommence work when authorized by appropriate Ship's Force Department Head and appropriate RA supervision.

1.7.6 Monitoring by Shipyards. During Chief Of Naval Operations availabilities, the tag-out process shall be monitored by the shipyard. The shipyard shall review the tag-out log and check to ensure Ship's Force is properly posting tags. The goal of the monitoring is to provide timely data on tag-out performance so emerging adverse trends can be quickly addressed. Any deficiencies found during the monitoring shall be recorded by date, description and signature entry in a formal shipyard document.

## 1.8 CLEARING TAG-OUTS.

1.8.1 General. Remove danger and caution tags immediately when the situation requiring the tag-out has been corrected and clearing of tags has been authorized on the TORS.

### 1.8.2 Completion of Operation/Work Items.

- a. As operations/work items are completed, they shall be cleared from the TORS. Before tags are cleared and removed, the completed work item listed in the "OPERATION/WORK ITEMS INCLUDED IN TAG-OUT" section of the TORS is cleared (i.e., blocks 11 and 12 are signed, and block 13 is dated). RA signature in block 12 indicates tags are no longer needed.
- b. When removal of individual tags requires modification of the work item isolation boundary listed in block 5 of the TORS, a new work item shall be initiated to ensure a two-person review of the new isolation boundary is documented. The new work item shall be approved by the Authorizing Officer and RA (when applicable) prior to authorizing clearance of the affected tags.

1.8.3 Position/Condition. The Authorizing Officer shall specify in block 19 of the TORS the desired position or condition of the tagged item after the tag has been removed. Specific consideration must be given to the sequence of any valve repositioning and the type, size, and rating of any fuses being reinstalled. If a tag is to be removed from a component that has more than one tag attached, the specified position/condition must be compatible with the tagged/position condition. Repositioning of a component with multiple tags is never authorized until all tags have been cleared.

### 1.8.4 Authorization.

- a. Authorization to remove a tag, and intent to reposition the previously tagged item, is indicated by signature of the Authorizing Officer in block 20a and a signature by the RA Representative for RA work in block 20b on the TORS. Block 20b is filled in based on blocks 10 and 12 of the last open line item, which required the tag. If blocks 10 and 12 of the last open line item requiring the tag are signed by RA, then the RA Representative signs block 20b.
- b. The Authorizing Officer will sign for clearing tags, to approve the component to be placed in the position or condition specified in block 19 of the TORS.
  - (1) The Authorizing Officer shall review the tags required for all remaining work items prior to authorizing clearance of individual tags.

- (2) The Authorizing Officer shall inform the person clearing the tag if the Authorizing Officer's permission should be obtained just prior to repositioning the component, in order to sequence the operation of several components.

#### 1.8.5 Removal.

- a. As each tag is removed, and the previously tagged item repositioned to or verified in the position or condition specified in block 19, the person assigned shall enter the date/time in block 21, and initial block 22 of the TORS. Specific amplifications are:
  - (1) If the person directed to remove a tag finds that the clearance position/condition specified on tag removal would require repositioning an item, which has more than one tag attached, all efforts to remove the tag shall be stopped. The discrepancy shall be reported immediately to the Authorizing Officer, and to the RA Representative.
  - (2) If upon removal of a tag the item is found out of its expected position, all tag removal/restoration efforts for the items shall be stopped. The discrepancy shall be reported immediately to the Authorizing Officer and RA Representative.
  - (3) The initials and date/time cleared indicate that the tag has been removed and that the position/condition of the previously tagged item matches that listed in block 19.
- b. All tags should be returned immediately to the Authorizing Officer.

1.8.6 Completion of Tag Removal. The Authorizing Officer must check the removed tags against the TORS, update the applicable valve status board(s), and then destroy the removed tags. Exercise care when updating applicable valve status boards following removal of tags. A valve may still be tagged (by another TORS), or it may not be in the normal position specified on the applicable valve status board. The position/condition specified in block 19 for each removed tag must be used for updating the valve status board.

#### 1.8.7 Completion of Tag-out Record Sheet.

- a. When all actions for a TORS have been completed, all tags have been cleared and destroyed, and the applicable valve status board(s) updated, the Authorizing Officer will complete blocks 23 and 24. Additionally, the Authorizing Officer shall complete block 5 of the index sheet associated with the TORS. The Authorizing Officer shall then notify DC Central, if applicable, that work has been completed and annotate top of TORS "DC Central notified."
- b. The Authorizing Officer shall ensure that the completed TORS is then filed in the **cleared** section of the tag-out log.
- c. Any completed index pages should also be filed in the cleared section of the tag-out log for review and subsequently discarded following the next audit. Index pages with a few uncleared items remaining on old pages may be consolidated onto one index page. These old index pages and those with all tag-outs listed as cleared may be removed by the responsible department head/supervisor of the tag-out log.

### 1.9 PLANNED MAINTENANCE SYSTEM TAG-OUT PROCEDURE.

NOTE: PMS TAG-OUT PROCEDURES SHALL NOT BE USED IN SUBMARINES, SUBMARINE TENDERS, SUBMARINE RESCUE VESSELS, IN PROPULSION AREAS OF NUCLEAR-POWERED AIRCRAFT CARRIERS, FOR NUCLEAR SUPPORT FACILITIES EQUIPMENT, OR WITHIN RA TAG-OUT BOUNDARIES.

1.9.1 Purpose. The purpose of this section is to provide separate procedures for use when accomplishing certain designated PMS maintenance actions in non-nuclear surface ships/craft and non-nuclear, non-propulsion areas of nuclear surface ships.



### 1.9.2 Information.

- a. Procedures prescribed herein apply only to those PMS maintenance actions specifically approved by the Department Head as indicated on the Tag Guide List (TGL). Specifically excluded from these procedures are PMS actions, which require participation of two or more work centers and those requiring more than one working day for completion. In these cases the tag-out procedures described in paragraph 1.6 will be used.
- b. Type Commanders will provide guidance concerning applicability of these procedures to various categories of PMS maintenance actions, subject to restrictions addressed above.

### 1.9.3 Definitions. As used in the PMS tag-out procedures, the following apply:

- a. Danger Tag (see Appendix D, Figure 4). A red tag prohibiting operation or removal of equipment that could jeopardize safety of personnel or endanger equipment, systems, or components. Laminated danger tags, intended for repeated use, are authorized only for designated PMS maintenance actions addressed in this procedure. These laminated tags shall be serialized by the work center.
- b. TGL (see Appendix D, Figure 6). A card similar in size to a PMS Maintenance Requirement Card (MRC), which contains the information necessary to properly and effectively place tags to prevent improper operation when a component, equipment, system, or portion of a system is isolated for the accomplishment of PMS maintenance requirements. A TGL contains the number of tags required for the tag-out, the location of each tag, the position of the tagged item (open, shut, off, on, etc.) and the permission and notification requirements for the maintenance and tag-out action. TGLs will be laminated after final approval and will be attached to applicable MRCs in the same manner as Equipment Guide Lists.
- c. Work Center PMS Red Tag Record. This record, maintained in the work center, will be a notebook in which the issue of laminated red tags used for designated PMS maintenance actions will be recorded. At the top of the first page, the number of laminated danger tags issued to the work center will be noted for inventory purposes. A copy of PMS tag-out procedures and any amplifying actions shall be a part of the Work Center PMS Red Tag Record. Additionally, the record will have provisions for recording:
  - (1) The tag serial number(s) issued.
  - (2) Date of issue.
  - (3) The MRC for which the tag was issued.
  - (4) Name of person to whom the tag was issued.
  - (5) Date and time returned.

### 1.9.4 Tag Guide List Preparation.

- a. Initial preparation of the TGL is a vital element of the PMS tag-out procedure. Accordingly, extreme care must be exercised in TGL preparation to ensure that sufficient tags are included to completely isolate the section of piping or circuit being worked on and to prevent operation of the system or component from all stations which could exercise control. System diagrams or circuit schematics shall be used to determine the adequacy of tag-out actions in preparing the TGL. Equal care must be given to ensuring that permission and notification actions indicated on the TGL are consistent with safety and with sound management practices.
- b. TGL's are to be prepared by the Work Center Supervisor (WCS), reviewed independently by the Division Officer, and approved by the Department Head prior to use.

1.9.5 Procedures. The procedures set forth in this paragraph apply only to designated PMS maintenance action. When a requirement for tags for PMS maintenance has been identified and a TGL has been prepared and approved by the Department Head, the following procedures will be followed:

- a. When a PMS maintenance action is to be performed, the WCS will obtain permission from the person or watch specified on the TGL.
- b. Upon receiving permission, the WCS will sign in grease pencil on the tag in block 6 and issue the appropriate number of tags as the Authorizing Officer to the maintenance person and record the issue in ink in the Work Center PMS red tag record sheet.
- c. Using grease pencil, the maintenance person will fill in the appropriate data on the tag (SYSTEM/COMPONENT/IDENTIFICATION, POSITION, OR CONDITION OF ITEM TAGGED), position the tagged items as specified on the TGL, affix the tags, and sign the tags.
- d. A witness designated by the WCS will independently check the tag-out action for compliance with the TGL and, if satisfied, sign the tags. The WCS is responsible for ensuring that persons assigned to make or witness the tag-out are qualified to perform the duties under this manual.
- e. The maintenance person will then perform the maintenance action. If the MRC is applicable to several items listed on an Equipment Guide List, and those actions are consecutively scheduled, the tag-out process of paragraphs 1.9.5.a through 1.9.5.d above will be repeated for each separate maintenance action.
- f. If the maintenance action requires an operational test of the equipment, either during the maintenance action or upon completion of it, the danger tags will be removed and retained by the person performing the PMS maintenance action and tag-out action. If the tags are to be reinstalled upon completion of the operational test, a qualified witness must recertify that the position of the isolation component(s) and the placement of the tags are in compliance with the TGL. The TGL will state if permission is required to conduct the test. Upon completion of an operational test, the maintenance person shall not be authorized to reinstall tags for the purpose of accomplishing other maintenance actions without obtaining new approval from cognizant authority unless specifically approved otherwise on the TGL.
- g. Upon completion of the maintenance action, the maintenance person will remove all tags and restore the equipment to its normal or desired condition. The maintenance person shall then wipe the tags clean and return them to the WCS.
- h. The WCS shall record the return of the tags in the Work Center PMS Red Tag Record by lining out and initialing the tag issue entry, and shall report completion of the maintenance action to the person or watch from whom permission was originally obtained (as indicated on the TGL).

1.9.6 Enforcement. A daily inventory by serial number of all Work Center PMS tags should be conducted by the cognizant WCS and deficiencies reported to the cognizant division officer or duty officer.

## 1.10 OUT OF CALIBRATION/OUT OF COMMISSION LABELS.

### 1.10.1 Planning.

- a. The decision to use an OOC or Out-Of-Calibration (CAL) label must be made on a case basis. In general:
  - (1) If the instrument error is small and consistent, use a CAL label so instrument operations may continue. When used, the magnitude, sign, and units of the required correction should be marked on the label.

- (2) If the instrument error is large or inconsistent, use an OOC label. When an OOC label is used, the instrument should not be used for plant/equipment operation. When an entire system is placed OOC, it is not necessary to put OOC labels on all instruments associated with the system.
- b. Missing or damaged labels should be immediately replaced upon discovery. The Instrument Log should be maintained per the directions on it (see Appendix D, Figure 9). Labels similar to those shown in Figures 7 and 8 of Appendix D should be used for instruments and indicating systems.

#### 1.10.2 Preparation.

- a. Any qualified person may prepare the Instrument Log and label(s).
- b. The preparer shall fill in blocks 1 through 4 and block 7 of the Instrument Log and block 1 (and 5 for CAL) of the label(s).
- c. Do not use ditto marks, arrows, or similar short cut devices to make corrections on an Instrument Log. Do not correct an error on a label; prepare a new label.

1.10.3 Review and Authorization. When the appropriate information has been entered, normally by Ship's Force, on the label and the Instrument Log, the Authorizing Officer shall:

- a. Review the entries for adequacy, completeness, and accuracy ensuring that entries on the label agree with associated entries on the Instrument Log.
- b. Authorize the label by signing block 2 of the label and block 5 of the Instrument Log.
- c. Ensure that RA concurrence in block 3 of the label and in block 5 of the Instrument Log next to that of the Authorizing Officer has been obtained (when associated with RA work on reactor plant systems and reactor plant support systems) before causing the label to be attached (affixed) to the instrument.

#### 1.10.4 Attachment.

- a. Only personnel who have operational control of the system or component, are qualified on this tag-out manual, and are knowledgeable of the instrument (system) being labeled, shall attach or remove labels.
- b. When attachment of a label has been authorized, the person assigned shall:
  - (1) Attach (affix) the label to the exterior surface of the affected instrument in such a fashion that operators can easily determine the status of the instrument's operability or accuracy.
  - (2) Sign block 4 of the label.
  - (3) Initial block 6 of the Instrument Log.

1.10.5 Checks. Second checks are not required of labels or the Instrument Log.

#### 1.10.6 Removal.

- a. Labels shall be promptly removed and destroyed when appropriate corrective action has been completed (e.g., the instrument has been satisfactorily repaired, replaced, aligned, or calibrated and returned to service).
- b. When the Authorizing Officer, and the RA Representative (if applicable), have signed block 9 of the Instrument Log, the person assigned shall:
  - (1) Remove and destroy the label.
  - (2) Initial block 10 and add the date in block 8 of the Instrument Log.

1.10.7 Completion.

- a. If desired, the Authorizing Officer may line out cleared (completed) entries in the Instrument Log. When all entries on the log sheet are cleared, that sheet shall be placed in the cleared section of the tag-out log.
- b. Cleared section of the tag-out log shall be removed and discarded following the audit.

1.10.8 Audit. A monthly audit will be performed of the Instrument Log and associated labels. The results of the audit shall be documented on the Instrument Log. Record the date, any discrepancies, and the signature of the person who performed the audit.

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**APPENDIX A****LIST OF ACRONYMS**

<b><u>ACRONYM</u></b>	<b><u>DEFINITION</u></b>
CAL	Out-of-Calibration
CTE	Chief Test Engineer
DC	Damage Control
EOOW	Engineering Officer of the Watch
FMA	Fleet Maintenance Activity
JTG	Joint Test Group
LIRS	Line Item Record Sheet
MOA	Memorandum of Agreement
MRC	Maintenance Requirement Card
NAVSEA	Naval Sea Systems Command
OOO	Out-of-Commission
OOD	Officer of the Deck
OPNAV	Office of the Chief of Naval Operations
PMS	Planned Maintenance System
POIC	Petty Officer in Charge
RA	Repair Activity
SOMS	Shift Operations Management System
STE	Shift Test Engineer
TGL	Tag Guide List
TORS	Tag-out Record Sheet
TWD	Technical Work Document
WAF	Work Authorization Form
WCR	Work Center Representative
WCS	Work Center Supervisor

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**APPENDIX B****GLOSSARY OF TERMS**

<b><u>TERM</u></b>	<b><u>DEFINITION</u></b>
Assistant Authorizing Officer	The individual designated in writing by the ship's Commanding Officer to assist the Authorizing Officer by confirming the adequacy and accuracy of a tag-out.
Authorizing Officer	The person with the authority to sign for issuing or clearing tags and labels. Department Heads shall designate Authorizing Officers by billet or watchstation.
Caution Tag	A caution tag is a <b>yellow</b> tag used as a precautionary measure to provide temporary special instruction or to indicate that unusual action must be exercised to operate equipment.
Component	A valve, switch, etc.
Danger Tag	A <b>red</b> tag prohibiting operation or removal of equipment that could jeopardize safety of personnel or endanger equipment, systems, or components.
Electrical Jumper	A temporary wire used to modify a circuit, such as by completing or bypassing the circuit.
Index Sheet (Danger/Caution Tag-Out Index and Record of Audits)	A sequential list of all tag-outs issued. It provides a ready reference of existing tag-outs, ensures sequential issuing of tag-out serial numbers, and assists auditing of the tag-out log.
Instrument Log	The control document for administering labels (OOC and CAL). It provides sequential listing of all OOC and CAL instruments.
Maximum Anticipated Waterline	As used in Appendix G, Barrier Criteria, the maximum calculated draft during the period of the maintenance action(s) that requires the barrier(s) for protection. The calculation is based upon the worst-case cumulative effect at any one time of all expected weight changes during the period of the maintenance action(s). (Submarines will use the condition "N" diving trim waterplane unless the maximum calculated draft during the period of the maintenance action(s) is greater.)
Out-of-Calibration Labels	An <b>orange</b> label used to identify instruments that are out of calibration and will not accurately indicate parameters.
Out-of-Commission Labels	A <b>red</b> label used to identify instruments that will not correctly indicate parameters because they are defective, or isolated from the system. This label indicates that the instrument cannot be relied on and must be repaired and re-calibrated, or reconnected to the system, before use.

Repair Activity	A RA is any activity other than Ship's Force involved in the construction, testing, repair, overhaul, refueling, or maintenance of the ship.
Repair Activity Representative	The individual authorized to concur in the accuracy and adequacy of proposed tag-outs by signing the TORS.
Repair Activity Witness	A qualified individual authorized by the RA Representative to witness proper tagging of components.
Safety Devices/Measures	Examples of safety devices/measures are chaining or locking valves, removing fuses, racking out circuit breakers, freeze seals, blank flanges installed for testing, mast clamps, and breaker clips.
Ship's Force	Personnel assigned to the ship who are responsible for maintenance and operation of ship's systems and equipment.
Tag-out Log	A control document for administering tag-out procedures and a record of authorization for each active tag-out action. The log contains this manual, a Tag-out Index and Record of Audits, TORSs (active and cleared) and an Instrument Log.
Tag-out Record Sheet	<p>A record of all tags associated with the tag-out.</p> <ul style="list-style-type: none"><li>a. Active TORS are those in effect and are kept in a separate section of the Tag-out Log.</li><li>b. Cleared TORS are those not in effect and are kept in another section of the Tag-out Log.</li></ul>
Watch/Duty Officer	The Ship's Force person responsible for supervising the tag-out log.
Work Center Representative	The work center representative is normally the POIC of a specific work item or the WCS of the work center performing the work item. Where a work center representative signature is required by this manual, the signature also may be made by the Authorizing Officer or a superior in the performing WCS's chain of command who has personal knowledge that the work item is complete.

## **APPENDIX C**

### **REPAIR ACTIVITY TAG-OUTS**

1. Purpose. The purpose of this appendix is to provide a procedure for a RA to perform tag-outs on ship support systems, shipboard test equipment, ship systems for decommissioned ships and during new construction.
2. Applicability. This tag-out process may be used for:
  - a. Reactor plant systems and equipment during testing prior to system turnover for new construction.
  - b. Ship support systems and shipboard test equipment under the operational control of the RA. This tag-out process shall not be used on support systems and test equipment that are connected to the reactor plant and are transferred to Ship's Force operational control.
  - c. Decommissioned ships.
3. Process. When this tag-out process is used:
  - a. Qualified RA personnel perform the Ship's Force tag-out roles described in this manual.
  - b. Since a representative of the RA acts as the Authorizing Officer, the RA Representative blocks shall be left blank.
  - c. On commissioned ships, the RA shall maintain a separate tag-out log, which will be made available for Ship's Force review.
  - d. The RA shall audit the tags and tag-out log per paragraph 1.7.4 of this manual.

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**APPENDIX D****TAG-OUT AND CALIBRATION FORMS****INDEX SHEET**

<b>DANGER/CAUTION TAG-OUT INDEX AND RECORD OF AUDITS</b>				
<b>LOG SERIAL</b>	<b>DATE ISSUED</b>	<b>TYPE (DANGER/ CAUTION)</b>	<b>DESCRIPTION (SYSTEM OR COMPONENT)</b>	<b>DATE CLEARED</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Figure 1**

(FOR ILLUSTRATION ONLY - USE FORM OPNAV 3120/4)

1. **LOG SERIAL:** **DANGER/CAUTION TAG-OUT INDEX AND RECORD OF AUDITS** (Index sheet) shall be used for assigning log serial numbers. Each TORS is assigned a log serial number in sequence using the next sequential number. To differentiate between tag-out logs, a prefix system approved by the Commanding Officer shall be used with the log serial number. For example, on nuclear submarines, in order to differentiate between ship's tags and propulsion plant tags, ship's tags shall be prefixed S and propulsion plant tags P. Another example of tag-out prefixes is P1 for a propulsion plant tag-out in the first plant of a multi-plant ship.
2. **DATE ISSUED:** Filled out during tag-out authorization. Must agree with the corresponding entries on the TORS (block 6 of items listed during initial issue of the TORS).
3. **TYPE (DANGER/CAUTION):** Generally, TORS do not mix danger and caution tags. Specify which type of tags are being used, danger, caution, or both.
4. **DESCRIPTION:** Describe the system or component using wording similar to the technical manual description or installed label plate. This description should be compatible with block 1 of the TORS.
5. **DATE CLEARED:** Dated by the Authorizing Officer when all actions for a TORS have been completed, all tags cleared and destroyed, the system returned to normal operation (or other specified condition), and lineup checks complete. (Use the same date as on the TORS, block 24).

**Tag-Out Record Sheet (TORS) (Front)**

DANGER/CAUTION TAG-OUT RECORD SHEET						
<b>1. SYSTEM OR COMPONENT</b>			<b>2. LOG SERIAL NO.</b>			
<b>3. AMPLIFYING INSTRUCTIONS (MANDATORY FOR CAUTION TAGS)</b>						
3						
OPERATIONS/WORK ITEMS INCLUDED IN TAG-OUT						
4. REASON FOR TAG-OUT AND APPLICABLE DOCUMENTATION (E.G., TWD, JSN, WAF, ETC.)	5. TAG NUMBERS USED	6. DATE/ TIME ISSUED OR ADDED	7. PETTY OFFICER IN CHARGE (SIGNATURE)	9. AUTHORIZING OFFICER (SIGNATURE)	WORK COMPLETE	
			8. INDEPENDENT REVIEWER (SIGNATURE)	10. REPAIR ACTIVITY REP. (SIGNATURE) (WHEN REQD)	11. WORK CENTER REPRESENTATIVE	13. DATE
4	5	6	7	9	11	13
			8	10	12	13

(FOR ILLUSTRATION ONLY - USE FORM NAVSEA 9210/9)  
SHEET☐ CHECK BOX IF CONTINUED ON ADDITIONAL

Figure 2

**Tag-Out Record Sheet (TORS) Overview (Front)**

BLOCK NO.	BLOCK NAME	OVERVIEW (See basic text for process explanation)
1	SYSTEM OR COMPONENT	Preparer describes system(s) or component(s) being worked. This description should be compatible with block 4 of the index sheet.
2	LOG SERIAL NO.	The Authorizing Officer ensures that block 1 of the index sheet is used for assigning the next sequential log serial number. If more than one tag-out log is being used, include a describing prefix.
3	AMPLIFYING INSTRUCTIONS (mandatory for caution tags)	For caution tags, the preparer clearly states instructions that must be considered when operating the component to which the tag is attached. The amplifying instructions shall be sufficiently detailed to give watchstanders reviewing the tag-out log a clear understanding of the purpose and necessity for each tag-out action and shall match wording on the caution tag. For danger tags, this block can be used to provide any amplifying information.
4	REASON FOR TAG-OUT AND APPLICABLE DOCUMENTATION	Describe, by number and title, the document requiring the tag-out. The description has to be clear enough so reviewers, checkers, and workers can fulfill their responsibilities. Ensure that the reason for each particular operation/work item listed is clear. It is inappropriate to simply list items such as "tag-out instruction" or "EOOW" without an associated reason and/or amplifying instruction. The TORS shall include reference to any documents that apply; such as, work authorization forms, test procedures, technical work documents, technical manuals, etc.
5	TAG NUMBERS USED	The number of each tag (from block 14) used. Enough tags should be used to completely isolate the system, piping, or circuit being worked on, and/or prevent operation of a system or component from all stations that could exercise control. It is acceptable to group tag numbers (e.g. 1, 3, 5-12).
6	DATE/TIME ISSUED OR ADDED	Filled out during authorization. This block indicates the date/time the work item was issued or added.
7	PETTY OFFICER IN CHARGE	Signed by the preparer of the TORS and tags. The POIC is responsible for ensuring the accuracy and adequacy of the tag-out plan.
8	INDEPENDENT REVIEWER	An independent review is done to ensure the adequacy of tag-out isolation and to ensure the correctness of the TORS and tags. Signed when satisfied with the accuracy and adequacy of the tag-out plan.
9	AUTHORIZING OFFICER	Signed when satisfied with adequacy, completeness, and accuracy of tags and TORS. Sign block 6 on tags at same time.
10	REPAIR ACTIVITY REP.	When required, signed when satisfied with adequacy, completeness, and accuracy of tag-out.
11	WORK CENTER REPRESENTATIVE	Signed when work item/operation is complete and tags are no longer needed. Will be signed before tags are cleared and removed. Add date in block 13.
12	REPAIR ACTIVITY REP.	When required, signed when work item/operation is complete and tags are no longer needed. Add date in block 13.
13	DATE	The date signatures are made in blocks 11 and 12 for completed work item operation.

## Tag-Out Record Sheet (TORS) (Back)

[illegible]

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Figure 3



**Tag-Out Record Sheet (TORS) Overview (Back)**

BLOCK NO.	BLOCK NAME	OVERVIEW (See basic text for process explanation)
14	TAG NUMBER	The sequential number of each tag. Each tag is given its own sequential number as it is entered on the TORS.
15	SYSTEM/ COMPONENT ID	Describe the location of each tagged component using the most easily identifiable means, which uniquely identifies the component being tagged. Normally identical to the component label plate (see chapter text). Shall be identical to the information in block 2 of the tag.
16	TAGGED POSITION/CONDITION	Describe the tagged position and any required condition of each tagged item using the most easily identifiable means. When the condition of a tagged valve is "Locked", the tag/TORS entry is "Locked" followed by the position of the valve (e.g., "locked shut"). For danger-tagged items, the position/condition shall be identical to block 3 on the tag. For caution-tagged items, this column shall have the abbreviation "SAI", which means "see amplifying instructions", entered.
17	POSTED BY	Initialed after position/condition is verified and tag is attached. Block 4 of tag is signed at the same time.
18a	POSTING CHECKED BY	Initialed by a person who independently verifies component position/condition and tag attachment. Block 5 of the tag is signed at the same time.
18b	RA WITNESS	For tags being witnessed/verified by the RA, block 18b should be initialed by the RA Witness. Block 7 of the tag is signed at the same time.  Note: This block is designed for witnessing/verification by two RA(s). If the second RA Witness block is not used, leave blank. For tag-outs that require witnessing by more than two RA(s), the method of documenting witnessing/verification by the third and subsequent RA(s) will be delineated in an MOA with these RA(s).
19	CLEARANCE POSITION/CONDITION	The Authorizing Officer annotates the desired position or condition of the tagged item when authorizing tag removal.
20a	AUTHORIZING OFFICER	Signs to approve clearance of tag, grants permission to place the component in the clearance position/condition. If the Authorizing Officer requires his permission just prior to repositioning the component in order to sequence the operation of several components, he shall so inform the person clearing the tag.
20b	REPAIR ACTIVITY	When required, signs to approve clearance of tag.
21	DATE/TIME CLEARED	Date/time cleared is entered as each tag is removed and previously tagged item placed or verified in the position/condition prescribed in block 19.
22	CLEARED BY	Initialed as each tag is removed and previously tagged item is placed or verified in the position/condition described on the clearance position/condition block.
23	SIGNATURE OF WATCH OFFICER/ DUTY OFFICER	Signed by the Authorizing Officer when all actions for a TORS have been completed, all tags cleared and destroyed, the system or component returned to normal operating (shutdown) or other specified condition, and the applicable valve status board (s) updated.
24	DATE/TIME	Date/time entered by Authorizing Officer when block 23 is signed. Same date as block 5 on index sheet.

Note: Continuation Boxes (front and back). Mark these boxes if additional sheets are necessary to provide more space for listing tags or adding operations/work items.

**Danger Tag**

1	SYSTEM/COMPONENT IDENTIFICATION <b>2</b>	
	POSITION OR CONDITION OF ITEM TAGGED <b>3</b>	
	<b>DANGER</b> <b>DO NOT OPERATE</b>	
	SIGNATURE OF PERSON ATTACHING TAG <b>4</b>	SIGNATURE OF PERSON CHECKING TAG <b>5</b>
	SIGNATURE OF AUTHORIZING OFFICER <b>6</b>	SIGNATURE OF REPAIR ACTIVITY WITNESS <b>7</b>

(FRONT)

1	<b>DANGER</b> <b>DO NOT OPERATE</b>
	<p><b>OPERATION OF THIS EQUIPMENT WILL ENDANGER PERSONNEL OR HARM THE EQUIPMENT. THIS EQUIPMENT SHALL NOT BE OPERATED UNTIL THIS TAG HAS BEEN REMOVED BY AN AUTHORIZED PERSON.</b></p>

(BACK)

(FOR ILLUSTRATION ONLY - USE FORM NAVSEA 9890/8)

**Figure 4**

**Danger Tag Overview**

BLOCK NO.	BLOCK NAME	OVERVIEW (See basic text for process explanation)
1	SERIAL NO.	The Log serial number from the index sheet is used to identify each tag associated with the given purpose. Each tag is given its own sequential number as it is entered in the TORS. For example, Tag 70-16 would be the sixteenth tag issued on a single record with the log serial number seventy.
2	SYSTEM/COMPONENT IDENTIFICATION	Identical to block 15 on TORS.
3	POSITION OR CONDITION OF ITEM TAGGED	Identical to block 16 on TORS.
4	SIGNATURE OF PERSON ATTACHING TAG	Signed after position/condition is verified and tag is attached. Block 17 of the TORS is initialed at the same time.
5	SIGNATURE OF PERSON CHECKING TAG	Signed by a person who independently verifies component position/condition and tag attachment. Block 18a of the TORS is initialed at the same time.
6	SIGNATURE OF AUTHORIZING OFFICER	Signed when satisfied with adequacy and completeness of tags and TORS. Block 9 of the TORS is signed at the same time.
7	SIGNATURE OF REPAIR ACTIVITY WITNESS	Signed (when tag-out is required to support RA work) by the RA person who verifies/witnesses component position/condition and tag attachment. Block 18b of the TORS is initialed at the same time.

### Caution Tag

Serial No.	SYSTEM/COMPONENT IDENTIFICATION <b>2</b>	
	<h1>CAUTION</h1> <p>DO NOT OPERATE THIS EQUIPMENT UNTIL SPECIAL INSTRUCTIONS ON REVERSE SIDE ARE THOROUGHLY UNDERSTOOD</p>	
	SIGNATURE OF PERSON ATTACHING TAG <b>4</b>	SIGNATURE OF PERSON CHECKING TAG <b>5</b>
	SIGNATURE OF AUTHORIZING OFFICER <b>6</b>	SIGNATURE OF REPAIR ACTIVITY WITNESS <b>7</b>

(FRONT)

**CAUTION**  
DO NOT OPERATE THIS  
EQUIPMENT UNTIL SPECIAL  
INSTRUCTIONS BELOW ARE  
THOROUGHLY UNDERSTOOD

(BACK)

(FOR ILLUSTRATION ONLY - USE FORM NAVSEA 9890/5)

### Figure 5

### Caution Tag Overview

BLOCK NO.	BLOCK NAME	OVERVIEW (See basic text for process explanation)
1	SERIAL NO.	The Log serial number from the Index is used to identify each tag associated with the given purpose. Each tag is given its own sequential number as it is entered in the TORS. For example, Tag 70-16 would be the sixteenth tag issued on a single tag-out record with the log serial number seventy.
2	SYSTEM/COMPONENT IDENTIFICATION	Identical to block 15 on TORS.
3	SPECIAL INSTRUCTIONS	These instructions must state the specific reason the tag is installed. Use of a phrase such as "Do not operate without EOOW permission" is not appropriate, since equipment is not operated unless permission from the responsible supervisor is obtained. These instructions must be identical to the amplifying instructions in block 3 of the TORS.
4	SIGNATURE OF PERSON ATTACHING TAG	The poster shall sign after ensuring that amplifying instructions match block 3 of the TORS and the tag is attached. Block 17 of the TORS is initialed at the same time.
5	SIGNATURE OF PERSON CHECKING TAG	The checker shall sign after ensuring that amplifying instructions match block 3 of the TORS and the tag is attached. Block 18a of the TORS is initialed at the same time.
6	SIGNATURE OF AUTHORIZING OFFICER	Signed when satisfied with adequacy and completeness of tags and TORS. Block 9 of the TORS is signed at the same time.
7	SIGNATURE OF REPAIR ACTIVITY WITNESS	Signed (when required) by a RA person who ensures that amplifying instructions match block 3 of the TORS and the tag is attached. Block 18b of the TORS is initialed at the same time.

**Tag Guide List**  
**Figure 6**

TAG GUIDE LIST				<b><u>NUMBER OF TAGS PER EQUIP</u></b>								
OPNAV 4790.107 (10-80) S/N 0107-LF-047-0648				<b>NOTIFICATION DATA</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; vertical-align: top;"><b>COLD IRON</b></td> <td style="width: 33%; text-align: center; vertical-align: top;"><b>INPORT STEAMING</b></td> <td style="width: 33%; text-align: center; vertical-align: top;"><b>UNDERWAY</b></td> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </table>			<b>COLD IRON</b>	<b>INPORT STEAMING</b>	<b>UNDERWAY</b>			
<b>COLD IRON</b>	<b>INPORT STEAMING</b>	<b>UNDERWAY</b>										
MIP & MRC NO. _____												
EQUIPMENT _____												
<b>EQUIPMENT SERIAL NO.</b>	<b>SERIAL NO. SWITCH/VALVE</b>	<b>LOCATION OF TAGGED ITEM</b>	<b>POSITION OF TAGGED ITEM</b>	<b>AMPLIFICATION DATA</b>								
VERIFICATION/APPROVAL SIGNATURES												
WCS		DIV OFF		DEPT HEAD								

OUT OF COMMISSION	
SERIAL NO. <b>1</b>	DATE
AUTHORIZED BY <b>2</b>	CONCURRENCE BY <b>3</b>
TAG BY <b>4</b>	

(FOR ILLUSTRATION ONLY – USE FORM NAVSHIPS 9890/7)

**Figure 7**

OUT OF CALIBRATION	
SERIAL NO. <b>1</b>	DATE
AUTHORIZED BY <b>2</b>	CONCURRENCE BY <b>3</b>
TAG BY <b>4</b>	
CORRECTION <b>5</b>	

(FOR ILLUSTRATION ONLY – USE FORM NAVSEA 9210/6)

**Figure 8****Overview of Figures 7 and 8**

BLOCK NO.	BLOCK NAME	OVERVIEW (See text of appendix for process description)
1	SERIAL NO. AND DATE	A sequential number from the Instrument Log. Enter the date the label is prepared.
2	AUTHORIZED BY	Signed by Authorizing Officer when satisfied with adequacy, completeness, and accuracy of label and Instrument Log. Signs block 5 of Instrument Log at same time.
3	CONCURRENCE BY	Signed by RA Representative when associated with RA work on reactor plant systems and reactor plant support systems, otherwise leave blank.
4	TAG BY	Signed by person affixing label. Corresponds to block 6 of Instrument Log.
5	CORRECTION	When instrument error is small and consistent, the correction factor shall be listed for continued instrument use. Mark the label with the magnitude, sign and units of the correction. Use the same values as shown on the Instrument Log.

**INSTRUMENT LOG**

LABEL CONDITION CODE AND NO.	DATE	INSTRUMENT NAME OR NUMBER	CONDITION AND/OR CORRECTION FACTOR	AUTHORIZED BY (SIGNATURE)	ATTACHED BY (INITIALS)	WORK NECESSARY TO CLEAR	DATE CLEARED	CLEARANCE AUTHORIZED BY (SIGNATURE)	REMOVED BY (INITIAL)
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>

**LABEL CONDITION CODE:**      **OOC - OUT OF COMMISSION**  
**CAL - OUT OF CALIBRATION**

**Figure 9**

(FOR ILLUSTRATION ONLY - USE FORM NAVSHIPS 9890/10)



**Instrument Log Overview**

BLOCK NO.	BLOCK TITLE	OVERVIEW
1	LABEL CONDITION CODE AND NO.	Each label is assigned an Instrument Log serial number in sequence by the label preparer. Use the next sequential number in the Instrument Log for assigning label numbers. The label condition code is OOC for out of commission and CAL for out of calibration.
2	DATE	Date that the label is prepared.
3	INSTRUMENT NAME OR NUMBER	The nomenclature used for this entry must normally be identical to the actual component label plate descriptions. Check technical manuals and label plates. Avoid the use of jargon.
4	CONDITION AND/OR CORRECTION FACTOR	The condition for the label shall be sufficiently detailed to give watchstanders reviewing the Instrument Log a clear understanding of the label's purpose. When an instrument's error is small and consistent, the correction factor shall be listed for continued instrument use. Corresponds with block 5 on CAL labels.
5	AUTHORIZED BY (SIGNATURE)	Signed by the Authorizing Officer when satisfied with adequacy, completeness, and accuracy of the Instrument Log and label. Signs block 2 of the label at the same time. (Also signed by a RA Representative when associated with RA work on reactor plant systems and reactor plant support systems).
6	ATTACHED BY (INITIALS)	Initialed by person affixing label. The label shall be affixed so operators can easily determine the status of the instrument's operability or accuracy. At this time, block 4 of the label is signed.
7	WORK NECESSARY TO CLEAR	This information should be extracted from referenced documents or from personnel requesting the work. It must be a clear statement of what needs to be accomplished before the label can be cleared.
8	DATE CLEARED	Enter date as each label is removed.
9	CLEARANCE AUTHORIZED BY (SIGNATURE)	Signed by the Authorizing Officer (and RA Representative when associated with RA work on reactor plant systems and reactor plant support systems) when appropriate corrective action has been completed.
10	REMOVED BY (INITIALS)	Initialed by person who removes and destroys the label.

AUDIT RECORD SHEET

NAME (print)	SIGNATURE	DATE	DISCREPANCY

Figure 10

## **APPENDIX E**

### **TAG-OUT PROCESS AMPLIFICATIONS FOR DIVERS**

1. Ship's Force prepares tag-outs for divers. The RA Representative for the applicable tag-out log participates in establishing and removing tag-out isolation as requested by the diving team.
2. All divers' tag-outs shall be on a separate TORS for manual tag-out systems.
3. At the option of the RA, the proposed diver's tag-out shall be reviewed jointly by the Diving Supervisor and the RA Representative for the tag-out. The RA Representative will then have responsibility for signing the tags and the TORS.
4. If a tag-out for divers affects several tag-out logs, the tag-out must be cross-referenced to each tag-out log. For example, the applicable documentation (e.g., Work Authorization Form (WAF)) will reference each TORS.
5. Ship's Force shall escort a diving team member while that member sights applicable tags before signing the Diving Safety checklist.
6. Ship's Force shall brief all divers on all tags and work area isolation devices (e.g., hull blanks, cofferdams, bellybands, etc.) that will be in place during the dive, with a caution not to disturb these devices except as directed by the work documents.

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## APPENDIX F

### TAG-OUT STANDARDS

1. Purpose. The purpose of this appendix is to provide Ship's Force and RA personnel the expectations and standards for tag-outs.
2. Definition. Locked Components. When the condition of a tagged component is "Locked", the term "Locked" shall mean "Lockwired", "Padlocked" or locked with other similar locking devices (lockwired pins, etc) that prevent inadvertent operation. It is not necessary to specifically define the type of locking device(s) on the tag/TORS; the preferred tag/TORS entry is "Locked".
3. Mechanical.
  - a. Tag/TORS Nomenclature for System/Component Identification.
    - (1) Normally only include valve number on the tag and TORS which typically consists of the system letter designation and unique number [e.g., ASW-1, AHP-26, IMS-V1, etc.]. The valve number must match the actual label-plate/handwheel markings.
    - (2) For valves/operators with no valve number on the label plate, like mechanical hand crank operator for main ballast tank vent valves, the function of the component and its location shall be used (e.g., MBT No. 4 Vent Valve Operating Cylinder Ratchet Gear and Pawl Locking Device in aft engine room upper level).
  - b. Locking Valves.
    - (1) Lockwire shall be of sufficient strength. Normally installed lanyard locking clip devices are not acceptable. It is not necessary to specifically define the type of locking device on the tag/TORS.
    - (2) Components shall be "Locked" into the required position when required by Appendix G or if inadvertent operation is possible (e.g., high traffic areas). For high traffic areas, an option to remove the handwheel/operator may be used to prevent inadvertent operation.
    - (3) Locking a component into a position in which the component is already positioned and danger tagged (although not in the locked condition) is authorized provided the original danger tagged position cannot be changed while installing the locking device.
    - (4) The preferred priority of securing/locking a component shall be: (1) secured/lock wired to its own body, (2) secured/lock wired to the piping it is installed on and (3) secured/lock wired to a structural member of the ship (e.g., foundations), excluding piggy-back piping hangers.
    - (5) Valves may be locked with a pin locking device provided the valve is designed for use of these pins and the pin is secured to the valve operator with lockwire. Lockwire is necessary to prevent inadvertent removal of the pin due to the high failure rate of the locking pin spring mechanism.
    - (6) For components that have an installed lanyard with a locking clip/pin and an informational label-plate with the component's normal position annotated, DISREGARD the informational label-plate when posting a danger tag. Taping over the informational label-plate is not required even though repositioning results in it no longer matching the installed label-plate. The normal position label-plate is for informational purpose only and shall not be misinterpreted or confused with the valve's actual position or position indicator.

- (7) For components that have an attached locking clip/pin, it is permissible to have the component in the required danger tagged position (e.g., danger tagged in the “Shut” position) and still have the attached locking clip/pin installed (e.g., “Locked” condition in the danger tagged “Shut” position). The intent of the danger tagged position is met (e.g., valve is “Shut”) and clip/pin installation will prevent the valve from being accidentally repositioned if bumped, will prevent the unprotected attached clip/pin from getting lost and will be less of a hanging/dangling hazard.

c. Manual Valves.

- (1) Ensure the tag posted is readily apparent to anyone who may attempt to operate or remove the valve once tagged; the tag should be posted on the valve operator, if installed, or the valve stem. If these locations are inappropriate for some reason, the tag may be attached to the valve yoke, bonnet or another readily apparent location. Tags attached to Quick Throw type valve handles must be securely attached to prevent the tag from sliding off the smooth, untapered handle.
- (2) For valves with multiple operating handwheel/stations, danger tags must be posted at each location.

d. Control Valves:

- (1) Control valves, such as hydraulic directional control valves, may be used to provide control fluid isolation to secure a system valve operator, such as a hydraulic actuator of a main seawater system valve, in a required position (e.g. shut, open, port C to A, etc.). Ensure the control valve is in the required position and all modes (e.g., manual, mechanical, electrical, etc.) of operation are secured and danger tagged to prevent inadvertent repositioning.
  - (a) For control valves with manual operating lever, post the tag on the associated control valve-operating lever to provide control fluid isolation to the associated component/actuator (e.g., HP-580 with the required position of neutral for control fluid isolation of ASW-28 actuator).
  - (b) For mechanical operated control valves, means must be provided to secure (e.g., detent mechanism) and tag the valve mechanical operator to prevent inadvertent operations.
  - (c) For pilot operated control valves appropriate means must be provided to secure the valve in the required position. Pilot operated valves without a means of securing the valve spool in the desired position shall not be used to provide control fluid isolation.
  - (d) For solenoid operated control valves, the electrical input must be disconnected by a positive means, such as disconnection of the electrical connector or removal of the fuses from the solenoid circuit. Manual overrides for the solenoid operator and electrical input disconnection must be tagged so that the solenoid operator cannot be inadvertently operated.
  - (e) For control valves with one or more manual overrides on the control valve, the posting of one danger tag on the control valve as “Not Overridden” is all that is required. To ensure that the tag posted is readily apparent to anyone who may attempt to operate/override or remove the control valve once tagged, the tag should be posted on the control valve body.
- (2) Control valves may be used as the second pressure barriers if they have a position with the required port (s) blocked and caution is used to ensure the leakage does not adversely affect personnel or equipment during the maintenance. Control valves cannot be used as the upstream pressure barriers. Additionally, all requirements identified in paragraph (1) above apply.

- (3) Hydraulic control valves that are used for tag-out isolation that have operating levers in high traffic areas that can be easily bumped or mistakenly grabbed, must have the levers physically secured in the required position with lockwire or pin.
  - e. Remotely Operated Equipment with Control Fluid (Hydraulic/Air/Water). When utilizing remotely operated valves for pressure barriers, the tag must reflect both the position of the remote operator and the valve that it operates. For example, to prevent operation of ASW-28, post tag on associated manual operator on the control valve HP-580. The tag should be filled out as follows: HP-580 in block 2 and HP-580 Neutral / ASW-28 Shut in block 3.
  - f. Temporary Equipment (Blanks, Freeze Seals, Restraining Devices such as mast shoring and clamps, etc.). Danger tags will be used to indicate the presence (status) of and the requirements for all mechanical safety devices.
4. Electrical.
- a. Fuses.
    - (1) Follow the applicable section of reference (e) when removing fuses for electrical isolation.
    - (2) For Dead Front fuse installations, the removable fuseholders/carriages shall also be removed and the fuseholder receptacle taped over.
  - b. Breakers.
    - (1) Electrical breakers with remote operating capabilities shall be tagged both at the breaker and at all remote operating stations.
    - (2) Breaker clips or covers may be used to prevent inadvertent operation of tagged breakers. Use of breaker clips or covers should be reviewed on a case basis to determine if use of such devices is warranted and appropriate. Ships and repair activities should agree on where breaker clips or covers will be installed, as part of their pre-availability agreements. NSTM 300 provides methods for attachment and National Stock Numbers for available clips.
  - c. Switches.
    - (1) For switches that have multiple positions such as the electric plant control panel ground detector switch or an interior communications isolation cutout switch, the switch should be Danger tagged in a position that will isolate the required circuit and still provide power to operate the remaining active circuit.
    - (2) Tagging of Ground Isolate Switches that are located internal to a panel shall be minimized. Caution shall be used to ensure that the close proximity of the panel internals and the presence of the tag does not present a repositioning hazard of the respective switch when the internal tag may actually push/reposition switches upon the closure of the panel cover/sub-assembly reinstallation. Ground isolate switches, located internal to a panel, could possibly be operated when the panel is closed after attaching the danger tag to the switch. To ensure that the close proximity of the panel internals and the presence of the tag do not present a repositioning hazard, the tags may be attached to the external portion of the panel following the requirements of paragraph 1.6.4 of this manual.
    - (3) For Push-button Switches, Danger tags shall only be used in cases where it is possible to positively verify the push button position by use of other indications.
  - d. Electrical Jumpers. Per paragraph 1.5.2.a(4), electrical jumpers which are not controlled by formal methods, such as troubleshooting records, wire removal forms, or written procedures, shall be tagged to indicate their presence.

5. Common tag-out situations during industrial maintenance periods.
  - a. Multiple tag-outs for a Single Work Item/WAF. During normal ship's maintenance, Ship's Force is accustomed to seeing the situation that for every work item, there is only one (1) associated tag-out. But to better coordinate large number of Jobs/tag-out actions and minimize the amount of redundant danger tags posted on the same component(s), it is not unusual for a RA Representative/Work Control Group to propose System oriented tag-outs. The RA's Work Control Group (if invoked) will normally only post one tag on a component and assign that tag to other applicable line/work items on the TORS as required. Therefore, a single Work Item/WAF that involves multiple systems (e.g., Trim, Electrical and Hydraulics) may require an open line entry on the Trim system tag-out, Electrical system tag-out and the Hydraulic system tag-out to provide proper isolation for the single Work Item/WAF. The respective Work Item/WAF will be annotated with all the active tag-outs that cover the Work Item/WAF. Ship's Force must always understand that all of the respective applicable line entries together will make the isolation complete. This concept must be thoroughly understood when there is the need to revise/change only one of the respective tag-outs (e.g., proper petty officer/officer checking of tag-out line entries).
  - b. Temporary Label-Plate/Tag (for commissioned ships only). If a permanent label-plate is not installed, a temporary label-plate/tag shall be installed with a two party independent check/verification based on plans and/or shipcheck of system/component by knowledgeable parties (both parties may be from the same activity). The temporary label-plate/tag must have sufficient information (checked/verified based on plans and/or shipcheck of system/component) to clearly identify the component. The temporary label-plate/tag must be installed, signed and dated by the first knowledgeable party and independently verified, signed and dated by the second knowledgeable party. A danger tag may be posted only after the required component is properly labeled.
  - c. For availabilities involving shipyards, work items may be added to an existing work authorization form rather than to the TORS if the item is within the boundaries and scope of the WAF (see reference (f)).



## APPENDIX G

### BARRIER CRITERIA

1. Purpose. To provide the minimum criteria for maintenance barriers on shipboard systems.
2. Scope.
  - a. All ships will comply with the requirements of this appendix to ensure appropriate barriers are established and maintained during the performance of maintenance. Submarines will additionally comply with the requirements of Chapter 3 of reference (b) (when applicable) and Volume IV, Part I, Chapter 21, Appendix A of reference (f) as applicable to ensure watertight integrity during maintenance.
  - b. Additional barrier criteria requirements for maintenance are specified in the applicable Reactor Plant Manual and Steam and Electric Plant Manual. In cases of conflict, the criteria specified in the applicable Reactor Plant Manual or Steam and Electric Plant Manual take precedence over the criteria listed in this appendix.
3. Discussion. A pressure barrier prevents the escape of pressurized liquid or gas from a system or from one part of a system to an adjacent part of a system. Pressure barriers are necessary when conducting maintenance on piping systems to prevent personnel injury and/or equipment damage. These dangers include personal injury from high temperature, escape of flammable fluid and impingement on hot surfaces resulting in a fire, displacement of breathable air, toxic gasses, projectiles from high pressure systems, wetting of electrical equipment, or inadvertent draining or venting of adjacent systems. Specific requirements of onboard systems, component operating and technical manuals should be observed.
4. Types of Barriers. When isolating piping for component repair or replacement, the type of pressure barrier for isolation is an important consideration. Examples of allowable pressure barriers are a shut valve, blind (blank) union, blind (blank) flange, or spectacle flange, all of which shall be capable of withstanding the system pressure and temperature during performance of the maintenance evolution.
  - a. Some valves are equipped with internal or external bypass features, and must be checked to ensure that they can be positively secured to allow the valve to be used as a barrier.
  - b. A gagged relief valve may unseat with sufficient reverse pressure, therefore, a gagged relief valve may be used as a pressure barrier only for maintenance performance downstream of the relief valve. If a relief valve is used as a barrier, the system or equipment the relief valve normally protects must be secured and depressurized.
  - c. Control valves may be used as second pressure barriers provided the requirements in Appendix F, paragraph 3.d (2) are met.
  - d. Do not use lift, swing, or stop check valves seated by pressure only (except as identified in paragraph 4.e of this appendix), ungagged relief valves, four-way valves (except as indicated in Appendix F, paragraph 3.d), or feed regulating valves as pressure barriers. Valves used for throttling are subject to erosion and may not be good pressure barriers. Butterfly valves can be used as pressure barriers. Caution should be used when using butterfly valves as the single pressure barrier to ensure the leakage does not adversely affect personnel or equipment during the maintenance.
  - e. Check valves may be used as isolation barriers in the hydraulic system return lines, when cutout valves are not installed in the return line. In this case, the check valve used for isolation should not be tagged.

5. Barrier Isolation Protection.

- a. To prevent inadvertent or accidental operation, or removal of barrier protection (e.g., valves, blanks, locking devices), all barriers, used for maintenance, except for check valves identified in paragraph 4.e, shall be danger tagged.
- b. Danger tag all valve control devices used to disable the barrier valve. If the control valve or an actuator is electrically operated, remove and danger tag the fuses from the circuit or disconnect and danger tag the electrical connector so that the control valve or actuator cannot be accidentally energized. If the control valve or an actuator is air operated, shut and danger tag the air supply isolation valve so that the control valve or actuator cannot be accidentally operated by air.
- c. For temporary hull fittings/blanks/flanges installed (waterborne or installed just prior to going waterborne) outboard and used for maintenance isolation, a tether/lanyard will be attached to the hull fitting/blank/flange, run topside and securely fastened topside. A test hose installed to a hull fitting/flange may be used as the tether/lanyard for fitting/flange identification. At the topside attachment point the tether/lanyard shall be labeled 'Hull Fitting (Noun Name) Installed'. Ship's Force cannot independently verify by direct observation the correct installation of hull fittings/flanges or main ballast tank blanks installed external to the ship and below the waterline. Tag-out of hull fittings/flanges or main ballast tank blanks, below the waterline, shall be conducted as follows:
  - (1) After the hull fitting/flange/blank is installed and tethered, a danger tag shall be placed on the tether.
  - (2) The identification label affixed to the hull fitting/flange/blank by the divers shall be used by Ship's Force and RA for tether identification.
  - (3) The danger tag shall indicate "\_\_\_\_ hull fitting/flange/blank tether" or "\_\_\_\_ Main Ballast Tank blank tether", as appropriate for system/component identification.
  - (4) The danger tag shall indicate "attached to ship" for position/condition of item tagged.
  - (5) Verify the hull fitting/flange/blank is on the correct hull penetration by venting the system inboard if possible. If venting is not possible, some other method is needed to ensure the blank is installed at the correct location (see reference (f)). When using a cofferdam, once the system is vented, equalization should not be allowed, to prevent the cofferdam from loosening.
- d. Freeze sealing equipment shall be caution tagged to ensure that such equipment remains operational as long as the freeze seal is required. Caution tags shall be used on freeze sealing equipment such as, but not limited to, valves, compressor power supplies, quick-disconnects in piping or tubing, and other equipment, which, if improperly or inadvertently operated, could result in freeze seal failure. The freeze seal shall be danger tagged once established as a maintenance barrier.
- e. If boundary valve leakage is noted following completion of draining, notify the Authorizing Officer for evaluation and corrective action.

6. Double Barrier Protection.

- a. There shall be at least two pressure barriers between the maintenance area and any system medium/condition listed below. Where possible, a telltale drain valve shall be opened between the two pressure barriers to warn if the upstream pressure barrier is leaking. Do not remove a plug to provide a telltale indication. Telltale drains are not required to be tagged.

<b>System Medium/Conditions</b>
High temperature (200 °F or more).
High pressure (1000 PSI or greater).
All sea connected systems (except lines less than 1/2 inch IPS inboard of the backup valves)
All hull penetrations below the maximum anticipated waterline (except mechanical and electrical penetrations designed for single closure (e.g., shaft or cable penetrations, etc.))
Fluids with flash point below 200°F.
Oxygen.
Hazardous, toxic fume (dry cleaning fluid, photo-chemical fluids and phosphate ester hydraulic fluid).

**Table 1**

- b. If two valve protection is not feasible, install temporary blanks/valves/jumpers tested to maximum achievable pressure. If two barrier protection is not possible due to system design or for other considerations, then Commanding Officer /Officer In Charge permission shall be obtained for using single barrier protection.
  - c. Where a single barrier is used in lieu of double barrier, a tell tale drain valve shall be open (if system configuration allows) to verify the integrity of the pressure barrier. The single barrier shall always be locked in the required position.
7. Single Barrier Protection. For liquid or gas systems not requiring two barrier protection per paragraph 6 of this appendix, at least one pressure barrier shall be established between the maintenance area and the system liquid or gas. Electrical systems only require single isolation (e.g., open circuit breaker, remove fuses, disconnect plugs/wires, etc.).
8. Atmospheric Pressure Systems. In those cases where the liquid temperature is less than 140 °F and remains at atmospheric pressure, such as in a vented tank, a barrier is not necessary for personnel protection if work is to be performed above the highest liquid level in the system. A single barrier is required between a vented piping system and the maintenance area if work is to be performed below the liquid level in the piping system or if flow could occur due to relief valve venting or dumping system operation.

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## APPENDIX H

### TAG-OUT PROCESS AMPLIFICATIONS FOR THE MANUAL FOR THE CONTROL OF TESTING AND PLANT CONDITIONS

1. **Applicability.** This appendix amplifies the provisions of the basic tag-out process during periods of shipyard work on nuclear cognizant systems when reference (c) is invoked. Shipyards will use this manual for work on nuclear cognizant systems. This procedure is designed for use with systems, which are under the operational control of Ship's Force. However, the procedure used for reactor plant systems and equipment during testing prior to system turnover during new construction and for shipyard support systems and test equipment connected to the reactor plant which are not under the operational control of Ship's Force shall be per Appendix C. An MOA shall be issued, if needed, to cover special cases requiring additional shipyard participation in tag-outs. All tag-outs done in support of refueling/defueling work shall be performed in accordance with NAVSEA 0989-018-1000 (Manual for the Control of Refueling).
2. **RA Representative.**
  - a. For nuclear cognizant systems, the Shift Test Engineer (STE) shall act as RA Representative, except when another individual is authorized (in writing) by the Chief Test Engineer (CTE) to add work items within existing isolation boundaries on active TORS.
    - (1) This individual authorized to act as RA Representative shall be STE qualified on the plant type involved.
    - (2) This individual shall inform the STE and Watch Officer of such actions before authorizing work items.
  - b. When STE coverage is not provided, the CTE may (on a case basis) authorize a shipyard individual, qualified in the use of this manual, to serve as the RA Representative for limited tag-out changes for a specific job.
  - c. For shipyard work, the shipyard is responsible for determining where tags shall be placed and for ensuring that tags no longer needed are removed.
3. **Authorizing Officer.**
  - a. RA Representative signature on the TORS shall be obtained prior to authorizing a tag-out for shipyard work, including work on non-nuclear systems whose operation affects the reactor plant.
  - b. For work items being added within existing isolation boundaries on the active TORS, the Ship's Force Joint Test Group (JTG) member may authorize (in writing) an individual other than the Watch Officer to be Authorizing Officer.
    - (1) This individual shall be Watch Officer qualified.
    - (2) This individual shall ensure the STE and Watch Officer are informed of such actions before authorizing the work items.
4. **Posting.**
  - a. When the condition or position of items is to be changed when attaching or clearing tags, specific consideration must be given to the sequence of the changes. Permission to change an item to the prescribed condition or position for tagging shall be obtained from the EOOW/Propulsion Plant Watch Officer and concurred in by the STE (where required to be present).

- b. When installing a lock on a nuclear valve, a valve lineup check shall be performed in accordance with reference (d).
  - (1) An independent positioner shall position the valve per the applicable valve manual in the presence of a first checker (who may also be the tag-out poster). The first checker shall then check the valve's position per the applicable valve manual. Following the positioning and checking, the first checker will install the locking device in the presence of the positioner. The positioner and first checker are both verifying the valve is in the correct position, properly torqued (if applicable), and the lock correctly installed. The positioner and first checker shall each initial the appropriate blocks on the valve lineup sheet. If the first checker is also the tag-out poster, the first checker shall hang and sign the tag and initial the TORS.
  - (2) A second checker (who may also be the tag-out checker) shall independently verify that the locking device is properly installed and inspect the position indicator. If no position indicator is installed, check the stem position if possible. The second checker shall initial the appropriate block on the valve lineup sheet and, if the second checker is also the tag-out checker, sign the tag and initial the TORS.
  - (3) The RA witness (if applicable) shall accompany the second checker. The RA witness will observe the second checker and check the valve position using any available visual indicators. The RA witness shall then initial the appropriate block on the valve lineup sheet and, if applicable, sign the tag and initial the TORS.

5. Maintaining Tag-outs.

- a. Tag-out Discrepancy/Conflict. The CTE or designated representative shall be informed of all tag-out discrepancies. When the actual position of a danger-tagged component is in doubt, the Watch Officer shall also obtain STE concurrence before authorizing an independent check of the valve's position. Additionally, the STE shall notify the CTE immediately any time this situation occurs.
- b. Monitoring/Audits.
  - (1) The nuclear tag-out process shall be frequently monitored by the STE and CTE. Both are required to frequently review the tag-out log and check to ensure Ship's Force is properly posting tags. The goal of the monitoring is to provide timely data on tag-out performance so emerging adverse trends can be quickly addressed. The Shipyard shall monitor tag-out records as follows:
    - (a) The oncoming STE shall review TORS during watch turnover.
    - (b) The CTE should personally review the tag-out log frequently and check to ensure the tag-out process is properly enforced.
  - (2) When considered appropriate, the CTE should have responsible representatives of the shipyard conduct checks of tags and labels and audits of the tag-out log in addition to the checks and audits required to be conducted by Ship's Force. These checks shall include a mix of both old and newly posted tags.
  - (3) Interferences that preclude access to tagged components for auditing should be avoided. Where this is not practical, the tag(s) should be audited just before access is restricted and again when access is regained. Any such instances should be identified in the audit record.
  - (4) Any deficiencies found during checks of tags/labels, or during audits of the tag-out log shall be recorded by a date, description, and signature entry in a formal shipyard document such as the STE Log.
- c. When a work item is listed on more than one TORS, a method shall be in place to reference the work item to all affected TORS such that all required tags for the work item may be clearly identified.

6. Removal. The STE shall concur with component repositioning after tag removal by signing block 20b of the TORS. The STE shall inform the Authorizing Officer if verbal permission from the STE must also be obtained before the component is repositioned. The STE may also issue a valve lineup per reference (d) to check repositioning.





## **APPENDIX I**

### **Shift Operations Management System**

1. Purpose. Provide tag-out directives for use with the Shift Operations Management System (SOMS) tag-out program (Windows NT version). When more than one organization is utilizing the SOMS system, the Ship's Force server shall be used and Ship's Force shall maintain the SOMS program exclusively.
2. Responsibilities.
  - 2.1 A Ship's Force SOMS administrator shall be appointed. The administrator shall meet the following minimum requirements:
    - 2.1.1 E-7 or above (unless waived by the Immediate Superior in Command).
    - 2.1.2 Be familiar with the operation of the SOMS program.
  - 2.2 The SOMS administrator may have one assistant assigned to each division within a department. Each of these assistants will be instructed by the SOMS administrator in the operation of the SOMS program and have access rights as defined by the administrator.
  - 2.3 Access to the NOMS.INI file shall only be granted to the SOMS administrator. This file shall be protected under Windows NT as "READ ONLY" for all personnel except the SOMS administrator and an assistant SOMS administrator. The NOMS.INI file will only be edited as directed by the program manager (individual possessing software functionality ownership).
  - 2.4 The RA will connect their workstations to the ship's SOMS Local Area Network if required, as directed by MOA. Each organization shall use compatible and functionally identical versions of the SOMS program. The ship's SOMS database, which existed prior to the availability, will be the only database used.
  - 2.5 The RA shall provide to the Ship's Force SOMS administrator a list of all RA personnel requiring SOMS access and the security level at which access is required. The security access requested should be no higher than that required in performing the duties for which the individual is assigned. In cases where the RA is required to make isolation proposals to Ship's Force for RA work, these proposals shall normally be made using SOMS and need not be printed.
  - 2.6 The Ship's Force SOMS administrator shall assign user identification numbers and passwords to all RA personnel requiring SOMS access. The security level assigned to RA personnel shall be at a level consistent with their duties.
  - 2.7 Ship's Force shall establish a standard method of naming components such that duplicate names are avoided.
3. Definitions.
  - 3.1 Line Item Record Sheet (LIRS) - Provides necessary information required for isolating equipment for work. This sheet is similar to the front of the TORS used in the manual tag-out system. This record sheet need not be printed if the ship is utilizing electronic signatures.
  - 3.2 Tag Record Sheet - Provides a consecutive listing of tags hanging on a particular tag-out. Personnel to hang and clear tags utilize this. This will only print if there are new tags to hang for a new line item. This sheet is similar to the back of the TORS used in the manual tag-out system.

3.3 Draft line item – Tag-out line item generated in SOMS with “DRAFT” appearing in the STATUS column for each component listed on the LIRS. This DRAFT status will remain until the line item is issued by the Authorizing Officer, after which, when printed, the “DRAFT” will no longer appear and the status column will be blank.

3.4 Issued - Authorizing Officer function. When a tag-out line item is issued, tag numbers are assigned to the components referenced on the LIRS. The Authorizing Officer will issue the tag(s) and tag record sheet(s) to personnel for hanging (if applicable).

3.5 Hanging - This is an Authorizing Officer function. When a line item is hung in the computer, the components referenced on that line item now reference components that have tags hanging.

3.6 Cleared - This is an Authorizing Officer function. When the line item is cleared, the hanging tags are no longer referenced by that line item. If the tags are not referenced by any other line item, the system will clear the tags and direct the Authorizing Officer to clear the hanging tags using the appropriate tag record sheet(s).

#### 4. Tag-out Logs and Records.

4.1 The SOMS terminal normally used by the Authorizing Officer shall be considered as part 1 of the MASTER tag-out log.

4.2 The binder for storing LIRS and tag record sheets produced from SOMS shall be maintained with part 1 of the MASTER tag-out log. The binder shall be marked appropriately. The binder shall be maintained in the following format:

4.2.1 Part 2- A copy of the Tag-out Users Manual, which includes this appendix.

4.2.2 Part 3- Active LIRS (if not utilizing electronic signatures).

4.2.3 Part 4- Active tag record sheets.

4.2.4 Part 5- Cleared LIRS (if not utilizing electronic signatures).

4.2.5 Part 6 - Cleared tag record sheets.

4.2.6 Part 7 – Record of audits.

4.3 Tag-out serial numbers shall consist of a department/division designator (multi plant ships may include a numeric designation for each tag-out within a department) followed by a “hyphen” and then a sequential number (e.g., ENG-0001). Each time a caution tag-out is generated, a new tag-out serial number will be issued.

4.4 The number of tag-outs within SOMS should be kept to a minimum. Most line items can be prepared under a single tag-out (this includes both nuclear and non nuclear work items). For the ease of administering tag-outs in multi-plant ships, a separate tag-out may be prepared for each plant.

4.5 Line items under a tag-out will be serialized utilizing a format consisting of a divisional designator, a hyphen, applicable documentation (e.g., WAF number (preferable), MRC number, or Technical Work Document), and when required, a sequential number in parentheses. A sequential number will be required when performing repetitive work (e.g., the first time MRC 3115/009 Q-2 is performed, the line item number would be “RE-3115/009 Q-2”; the second time MRC 3115/009 Q-2 is performed, the line item number would be “RE-3115/009 Q-2(1)” and so on).

4.6 Hanging line items that have been modified due to changing work boundaries or other administrative reasons shall have the same serial number as the original line item followed by a series number in parentheses beginning with (1). This will indicate to users that modifications have been made to existing line items.

4.7 The SOMS produced line item index shall be used as the official index record. There is no need to maintain a paper index in the tag-out log binder. For auditing purposes, the line item index may be printed from SOMS to allow for remote auditing, but this index need not be maintained with the log binder.

5. Standard Tag-out Procedures for SOMS, to be used in conjunction with the Tag-out Users Manual.

5.1 The cognizant Division Officer, Leading Chief Petty Officer, Leading Petty officer or a qualified Authorizing Officer must approve any nomenclature to be used that does not exist in the database.

5.2 There is no requirement for the computer generated (when the line item is issued) dates and times to match the LIRS and/or tag(s) itself.

5.3 Only labels printed from the SOMS program will be used on any DANGER or CAUTION tag. Use of any other medium or other program-generated label is prohibited. Corrections on tag labels are not permitted. Line-outs to correct errors in the handwritten portions of the tag are also prohibited.

5.4 Electronic signatures may be utilized at the discretion of the ship. When an individual signs a line item as a "Petty Officer in Charge", "Second Person", "Authorizing Officer", or "Repair Activity" on a LIRS, his/her name will be placed in the blank provided for that "signature". Due to software engineering, once issued (authorized to be hanging), a line item record is not reversible and is a permanent record. Therefore, when a ship is utilizing electronic signatures, there is no need to print the LIRS.

5.5 Normal system back-ups shall be performed to ensure recoverability as often as required by system usage.

5.6 Since SOMS is set up to cross-reference a single tag to multiple work authorizations, the generation of a second tag in the same tag series should not occur and would be an indication of a problem with SOMS or a nomenclature problem with the entry in SOMS. If the person posting a tag finds another tag on the component, the person should stop and notify the Authorizing Officer for further instructions.

6. Casualty Tag-outs.

6.1 Casualty tag-outs should be developed in advance and stored as a standard tag-out for quick retrieval if needed. These will be prepared in accordance with the SOMS Users Manual. Any casualty tag-out must be verified for adequacy and accuracy prior to issue.

7. Audits by Ship's Force.

7.1 Where the Tag-out Users Manual indicates the auditing of "Tag-out Record Sheets", the "Line Item Sheets" of this appendix will be audited against the SOMS program (if not using electronic signatures), and all discrepancies will be noted.

7.2 The Authorizing Officer will conduct audits in accordance with paragraph 1.7.4 of the Tag-out Users Manual and the following:

7.2.1 Print audit sheets from SOMS.

7.2.2 Verify the audit sheets against the active tags on the tag record sheets.

7.2.3 Issue the audit sheets to personnel performing the audit. The person(s) assigned to conduct the audit will audit tags and return audit sheets with discrepancies to the Authorizing Officer. If personnel audit more than one tag in consecutive order on an audit sheet, they are only required to sign the first line in the "Verified" column. Then, they may place their initials in the "Verified" block for the remainder of the tags below the first tag checked.

7.2.4 Correct discrepancies, if necessary, in accordance with paragraph 1.7.4 of the Tag-out Users Manual.

7.2.5 Following correction of all discrepancies discovered during the audit process, the cleared line items may be archived. The frequency of archiving line items is at the discretion of the ship.

7.2.6 Completed LIRS will be routed to the cognizant department representative (department head/principle assistant) for review.